NV-FID Collection Agency Qualified Manager
Registration Transition Checklist (Individual)

CHECKLIST SECTIONS
• General Information
• License Fees
• Requirements Completed in NMLS
• Requirements/Documents Uploaded In NMLS
• Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Transition to NMLS
Individuals holding the Nevada Qualified Manager Registration are required to submit a license transition request through NMLS by filing an Individual Form (MU4) by June 30, 2022. The Nevada Collection Agency Qualified Manager Registration will be available in NMLS to submit the transition request starting April 1, 2022. The transition to NMLS for this license is required.

Note: If you already have a record in NMLS and have submitted these forms (Individual Form MU4) in the past, you do not need to re-enter all your information into NMLS. You will only need select the appropriate license in Nevada and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Individual Form (MU4), so they are not charged a new application fee. You will use your current registration number as your transition number. This number can be found on your manager certificate (e.g. CM99999).

The transition to NMLS is required pursuant to Nevada Senate Bill 453.

Helpful Resources
• Individual Form (MU4) Filing Quick Guide
• License Status Definitions Quick Guide
• Disclosure Explanations - Document Upload Quick Guide
• State-Specific Education Chart
• Individual Test Enrollment Quick Guide
• Course Enrollment Quick Guide
Agency Contact Information
Contact Nevada Financial Institutions Division licensing staff by phone at (775) 684-2970 or send your questions via email to FIDLicensing@fid.state.nv.us for additional assistance.

For U.S. Postal Service:
Nevada Financial Institutions Division
Attn: Application Processing
1830 E. College Pkwy, Ste 100
Carson City, NV 89706

For Overnight Delivery:
Nevada Financial Institutions Division
Attn: Application Processing
1830 E. College Pkwy, Ste 100
Carson City, NV 89706

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
**LICENSE FEES -** Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

<table>
<thead>
<tr>
<th>Complete</th>
<th>NV-FID Qualified Manager Registration</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>NV-FID Transition Fee: $30.00</td>
<td>NMLS (Filing submission)</td>
</tr>
</tbody>
</table>

**REQUIREMENTS COMPLETED IN NMLS - These items must be completed during or immediately after the submission of your Individual Form (MU4).**

<table>
<thead>
<tr>
<th>Complete</th>
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</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Submission of Individual Form (MU4): Complete and submit the Individual Form (MU4) in NMLS. This form serves as the application for the license through NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td>Company Relationship: All Qualified Managers must be associated with a licensed or pending Nevada Collection Agency or Nevada Foreign Collection Agency. You must grant access to your agency so it can create a Company Relationship in NMLS. See the MU4 Guide for step-by-step instructions on granting access to your agency.</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td>Company Sponsorship: A sponsorship request must be submitted by your employer. Nevada will review and accept or reject the sponsorship request. After granting your agency access to your NMLS account as described above, you should notify the agency to complete the relationship and sponsorship process.</td>
<td>The collection agency will complete this step through NMLS.</td>
</tr>
</tbody>
</table>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

<table>
<thead>
<tr>
<th>Complete</th>
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</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Legal Name/Status Documentation: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.</td>
<td>Upload in NMLS: under the Document Type Legal Name/Status Documentation in the</td>
</tr>
</tbody>
</table>
This document should be named *[Document Name]* (Ex. Driver’s License, Marriage Certificate, etc.).

**Document Uploads**
section of the Individual Form (MU4).

<table>
<thead>
<tr>
<th>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</th>
<th>These items must be completed outside of NMLS and submitted directly to the regulator.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complete</strong></td>
<td>NV-FID Qualified Manager Registration</td>
</tr>
</tbody>
</table>

No items are required to be submitted outside of NMLS for this registration at this time.