



New Application Jurisdiction-Specific Requirements



TENNESSEE MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Each Mortgage Loan Originator must be separately licensed which requires the submission of Form MU4 through NMLS.
2. New applicants beginning July 31, 2009, are required to use NMLS to submit their MU4 filing. License approval will be issued in an "Approved-Conditional" status once your MU4 filing is satisfactorily reviewed by Tennessee Department of Financial Institutions. To receive full "Approval" status Mortgage Loan Originator's must meet the following requirements by July 30, 2010.
 - Certification that 20 hours of pre-licensure education courses have been completed
 - Passing grade on a national and state mortgage test
 - Authorization for a credit report
 - License sponsored by company
3. A mortgage loan originator may originate loans only for a licensed mortgage company providing sponsorship. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guide](#).
4. Mortgage loan originators employed by an Industrial Loan and Thrift company must submit a **sponsorship form** outside the NMLS. Please refer to: <http://state.tn.us/tdfi/forms.html>.
5. Total license fees are \$230.00 including the NMLS processing fee and an initial sponsorship fee.
6. All fees are collected through the NMLS and ARE NON-REFUNDABLE.
7. The jurisdiction-specific requirements identified on the checklist below must be received with this checklist within five (5) business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service or Overnight Delivery:

**Tennessee Department of Financial Institutions
Compliance Division
414 Union Street
Suite 1000
Nashville, TN 37219**

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINT REQUIREMENTS. Each mortgage loan originator conducting business in Tennessee shall undergo a fingerprint-based background check. Please see the TN website (www.state.tn.us/tdfi) for specific in-state and out-of-state fingerprinting instructions. Click to download instructions
<input type="checkbox"/>	<input type="checkbox"/>	CONTINUING ED REQUIREMENTS. <i>Effective 2011</i> , Licensed originators will need to complete 8 hrs of NMLS-approved courses to renew a license.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any "Yes" answer to any of the Disclosure questions and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Send your questions via e-mail askmortgage.licensing@tn.gov, or by phone at 615-253-6714.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.