



Transition Checklist

Jurisdiction-Specific Requirements



TEXAS SML MORTGAGE BANKER RESIDENTIAL MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Each Mortgage Loan Originator is required to transition their license onto NMLS by submitting Form MU4 through NMLS between April 2 and May 31, 2010.
2. Each licensee will need to renew their license prior to transition if a license expires prior to December 31, 2010.
3. The transition request will not be approved until a sponsorship request is submitted by the originator's employer. A quick guide titled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
4. Mortgage Loan Originators licensed prior to August 1, 2009, must meet the requirements below by May 31, 2010, with the exception of the National Test, whose requirement must be met prior to renewing the license for calendar year 2011. Residential Mortgage Loan Originators licensed after July 30, 2009, must meet the requirements below prior to filing an MU4. Transition approval will be issued in an "Approved-Deficient" status once your MU4 filing is satisfactorily reviewed by Texas SML. To receive full "Approval" status Mortgage Loan Originator's must meet the following requirements:
 - Certification that 20 hours of pre-licensure education courses have been completed
 - Passing score on both the National and State components of the SAFE Test.
 - Fingerprints for an FBI criminal history background check
 - Authorization for a credit report
 - License sponsored by company
5. Total license costs: \$30 including the NMLS processing fee. (An additional \$39 will be charged when you complete the criminal background check field during transition)
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE or TRANSFERABLE.
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service OR Overnight Delivery:

*Texas Department of Savings and Mortgage Lending
Division of Licensing
2601 N. Lamar
Suite 201
Austin, TX 78705*

For FAX Delivery:

*Division of Licensing
512-475-1360*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<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 – Contact Division of Licensing staff by phone at 512-475-1350 or toll free at 877-276-5550 or send your questions via e-mail to licensing@sml.state.tx.us for additional assistance. For system questions, call the NMLS Call Center at 240-386-4444.

THE APPLICANT/LICENSEE 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.