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Nationwide Mortgage Licensing System



Setting up an account in the Nationwide Mortgage Licensing System for your company

In order to establish an account for your company in the Nationwide Mortgage Licensing System, you will need to provide some basic information about your company and identify a "Company Contact Person" and a "Primary Account Administrator."

The basic company information includes the exact legal name of your company, the IRS Employer Identification Number, and the state and date of formation. Sole proprietorships will be asked for basic information about the sole proprietor.

The Company Contact Person is the person who should be contacted by regulators or the Nationwide Mortgage Licensing System with questions about this filing or other licensing questions.

The Primary Account Administrator is the person who will be given initial access with full rights and privileges to perform all tasks on behalf of your company on the Nationwide Mortgage Licensing System. The Primary Account Administrator will also have the ability to set up other user accounts on the System for your company. Once your regulator has approved this account request, your Primary Account Administrator will be issued a user ID and a password to gain access to the System. You will have the option of also identifying a Secondary Account Administrator, who would have exactly the same rights as the Primary Account Administrator.

The individual completing this form must be authorized by the company to appoint the Company Contact Person, the Primary Account Administrator and the Secondary Account Administrator.

In requesting an account in the Nationwide Mortgage Licensing System, you are certifying that the information is correct to the best of your knowledge and that the request is being submitted by, or with knowledge of, your company's CEO, President, or owners.

This form will not generate a summary page. If you wish to have a record of your entries please use your browser to print each screen.

Click Next to begin.

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Participating States

*In which of the following does your company currently hold a license?
In January 2008, the following states may begin their participation in the Nationwide Mortgage Licensing System. Please check each state in which your company currently holds a mortgage license, or a license that carries mortgage origination, funding or servicing authorities. This will ensure that only a single record is established for your company even though you may operate in more than one state.

- Idaho
- Iowa
- Kentucky
- Massachusetts
- Mississippi
- Nebraska
- New Hampshire
- New York
- Rhode Island

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*Is your company licensed as a sole proprietor?

Yes No

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Company Information

Please provide the following information for your company exactly as it appears on legal documents. This will ensure that only a single record is created in the system for each distinct legal entity.

*Company Legal Name *Input your company's legal name exactly as it appears on your company's Articles of Incorporation, Certificate/Articles of Organization, or Partnership Agreement.*

*IRS Employer Identification Number *Input your company's Employer Identification Number as issued by the Internal Revenue Service in the format XX-XXXXXXX.*

*Date of Formation *Input the Date of Formation as recorded in your company's Articles of Incorporation, Certificate/Articles of Organization, or Partnership Agreement in the format MM/DD/YYYY.*

*State of Formation *Input the State of Formation as recorded in your company's Articles of Incorporation, Certificate/Articles of Organization or Partnership Agreement. If your company is incorporated outside of the United States, enter your country of incorporation.*

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Company Headquarters Location

Input the address of your company's main corporate office. This should be the primary headquarters of your company, regardless of whether or not this location is a licensed location. This may or may not be the address printed on your license. Every distinct company will have a single main corporate office address.

*Street Address

Street Address

*City

*State

*Zip

*Country

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Company Contact Person

Input the person from your company who is authorized to communicate with regulators and who should be contacted by regulators or the Nationwide Mortgage Licensing System with questions about this filing or other licensing questions.

*First Name

Middle Name

*Last Name

Suffix (Jr., Sr., etc.)

Title

*Email

*Phone Number () ext:

Fax Number () ext:

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Primary Account Administrator
You must now identify a Primary Account Administrator for your company.

The Primary Account Administrator will have full rights and privileges to perform all tasks on the Nationwide Mortgage Licensing System. They will also have the ability to set up other user accounts on the System for your company. The Primary Account Administrator may or may not be an officer in your company. Your Primary Account Administrator will be issued a user ID and a password to gain access to the System.

*Would you like your Company Contact Person (identified on the previous page) to also be your Primary Account Administrator?

Yes No

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Primary Account Administrator

The person you identify as the Primary Account Administrator for your company will be the one who can set up user accounts on the Nationwide Mortgage Licensing System for your company. They will also assign those users their respective rights and permissions on the System. The Primary Account Administrator will be issued a user ID and a password to gain access to the system after this request has been confirmed by a state regulator under which you currently hold a license.

*First Name

Middle Name

*Last Name

Suffix (Jr., Sr., etc.)

Title

*Email

*Phone Number () ext:

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Secondary Account Administrator

*The Secondary Account Administrator will have the same rights and privileges as the Primary Account Administrator. This allows your company to have an alternate for your Primary Account Administrator. Identifying a Secondary Account Administrator is **strongly recommended** but is optional. Failure to identify a Secondary Account Administrator may cause delays in your company's access to the System if your Primary Account Administrator is no longer employed by your company.*

*Do you want to identify a Secondary Account Administrator?

Yes No

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Secondary Account Administrator

The Secondary Account Administrator will have the same ability to set up users and grant them rights on the system. They serve as an alternate for your Primary Account Administrator. Identifying a Secondary Account Administrator is strongly recommended but is optional.

First Name

Middle Name

Last Name

Suffix (Jr., Sr., etc.)

Title

Email

Phone Number () ext.

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*I verify that the information submitted on this entitlement request is true and accurate to best of my knowledge and that I have full authority to submit this request on behalf of my company.

SIGNATURE (type name):

*Title

*Date
Input today's date in the format MM/DD/YYYY

Click Next to submit your request.

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Nationwide Mortgage Licensing System



Your request for access to the Nationwide Mortgage Licensing System has been submitted.

A company base record with the information submitted will be created on the Nationwide Mortgage Licensing System (NMLS). In January 2008, the Primary Account Administrator and Secondary Account Administrator identified for your company will receive an email with their user ID and a password that will give them access to your company's record on the NMLS.

Sometime after January 2, 2008 it will be the responsibility of your company to access the base record established for your company, complete the record in its entirety, and submit it to your regulator.

In the coming months, each state regulatory agency participating in the Nationwide Mortgage Licensing System starting in January 2008 will announce its own plan and timeline for their licensees to access the system, complete a record and submit for approval.

For more details about the information that will be required to complete your company record, please [click here](#).

Should you have any questions please contact your state regulator.

Thank you for completing this process. You may close this window.

Done Internet