

June 20, 2008

TO: Licensing Contact

FROM: Traci McCain, Director Mortgage Division  
Mississippi Department of Banking and Consumer Finance

RE: **Required information regarding your license:**

**NATIONWIDE MORTGAGE LICENSING SYSTEM (NMLS)**

Nationwide Mortgage Licensing System (NMLS) [www.stateregulatoryregistry.org/NMLS](http://www.stateregulatoryregistry.org/NMLS)

**NMLS Call Center Help Line: 240-386-4444**

As stated in the May 5, 2008 Memorandum addressed to the Licensing contact with the company, the Mississippi Department of Banking and Consumer Finance (the "Department") announced that we will begin using the Nationwide Mortgage Licensing System (NMLS) beginning on July 1, 2008. The NMLS will be handling all of the Department's Mortgage Applications (including initial applications, amendment applications, renewal applications, etc) beginning July 1, 2008. The last date that the Department accepted paper applications was Friday, June 13, 2008. Therefore, any amendments or Initial Applications must now be done through the NMLS system.

For detailed instructions on how to enter the company's existing licensing information, please refer to the May 5, 2008 Memorandum from the Department. If you need an additional copy of this Memorandum, please visit the Department's website [www.dbcf.state.ms.us](http://www.dbcf.state.ms.us) under the Mortgage Division link. Again, the steps listed on this Memorandum to have your license information entered into the NMLS system **should be completed by July 31, 2008.** Each licensee will have to enter all of the company's existing license information (includes Company License, Branch License(s), Loan Originator Registration(s), Notification Statement Registration) into the system – **the Department cannot transfer your information to the system.**

It is **extremely** important that the information that you enter into the NMLS system matches the Department's records **exactly, specifically the license number in the identical format.** Additional information includes Company Name, Type of License (Mississippi Mortgage Broker License, Mississippi Mortgage Lender License, Notification Statement), and Address. Again, it is extremely important that you choose the correct license type and that you are "transitioning" the information,

especially the license number, onto the system to show that the company, branch, and loan originator already has a current license. **If you do not indicate these items correctly, you will be charged an Initial Application Fee by the NMLS system.** Again, if you have difficulties entering this information, please contact the **NMLS Call Center Help Line at 240-386-4444.**

Therefore, in order to assist you with this, enclosed you will find a listing of the exact information that must be entered by the company into the system, including branch information and loan originator information. Please refer to this list when entering the name of the licensee, address, type and license number. Again, you must enter the information exactly as is provided to you, **especially the license number.** For example, if your Mortgage Broker License number is 123/2008, it must be entered EXACTLY this way.

If you have any difficulties entering this information, please contact the NMLS Call Center Help Line: 240-386-4444. **The Department will not be able to answer questions concerning the accessibility of the system nor will the Department be able to guide you through the technical aspects of completing the forms. The NMLS Call Center will be available for these questions at 240-386-4444.**

If you have any additional concerns or questions, please contact the Mortgage Division at 1-800-844-2499 or by email [tmccain@dbcf.state.ms.us](mailto:tmccain@dbcf.state.ms.us).