

Florida Mortgage Loan Originator License Renewal

Mortgage Loan Originator's (MLO)'s must submit a renewal request through the Nationwide Mortgage Licensing System and Registry (NMLS) by December 31. Continuing Education must be credited in the NMLS prior to submitting your renewal application. Florida does not accept late renewal requests submitted through NMLS after December 31. Licenses permanently expire if a renewal request is not received by December 31.

Total Florida MLO renewal cost is approximately \$260, which includes:

- \$150 Florida renewal fee
- \$39 Federal criminal background check*
- \$30 NMLS processing fee*
- \$20 Florida guaranty fund fee
- \$15 Credit Report fee*
- \$6 Florida Department of Law Enforcement retained fingerprint fee

*NMLS fees based on NMLS fee schedules and are subject to change

All fees collected through the NMLS ARE NON-REFUNDABLE

Actions required for renewal:

- **Submit and pay for the renewal request through the NMLS by December 31.**
- **Complete Continuing Education.** Unless an MLO completed the Pre-Licensing education in 2012, the MLO must complete 8 hours of Continuing Education (CE) prior to submitting a renewal request through NMLS. CE must be completed through an approved NMLS provider. Additional information regarding course information can be found at <http://mortgage.nationwidelicencingsystem.org/profreg/education/Pages/default.aspx>
- The deadline to complete CE is December 31. **However, MLO's are prohibited from submitting an application to renew their license if their NMLS record has not been credited completion of CE.** Since it may take as long as seven (7) days for a course provider to report a course completion in the NMLS, MLO's are strongly encouraged to not wait until the last minute to try to complete CE. If you are unable to submit your renewal because CE has not been credited by December 31, you will not be able to renew your existing license and will not be authorized to conduct business.
- **Authorize a FBI Criminal Background Check.** At the time of renewal, the MLO must authorize the NMLS to submit to a FBI criminal background check (CBC) through the NMLS. **You will need to request the FBI criminal background check at the same time you submit your renewal request.**
- **Authorize a Credit Report.** At the time of renewal, the MLO must authorize the NMLS to obtain and make available to the Office of Financial Regulation an independent credit report on the licensee. The cost of the credit report shall be borne by the licensee.

Additional Information

The Office of Financial Regulation (Office) will review your credit report and CBC. The Office may request additional documentation from the MLO prior to making a decision on the renewal request.

Renewal Filing Deadline. All renewal requests must be submitted in the NMLS by December 31. **CHAPTER 494, FLORIDA STATUTES, DOES NOT ALLOW FOR REINSTATEMENT OF THE LICENSE BY SUBMITTING A LATE RENEWAL THROUGH THE NMLS.** If your request to renew is submitted after December 31, your loan originator license will expire as of December 31 and you will be required to submit a new license request in the NMLS. **All fees collected through the NMLS ARE NON-REFUNDABLE.** All filing requirements must be met before the Office will begin a review of a renewal.

WHO TO CONTACT: For questions about Florida's renewal requirements contact the Bureau of Registration – Consumer Finance at 850-410-9895. For questions about NMLS contact the NMLS Call Center at 240-386-4444.