

## Real Estate Broker MLO License Endorsement Checklist

It is strongly recommended that you obtain a copy of your DRE public license printout as you are undergoing this process. Your NMLS record should match the information on file with DRE. Click on the link to obtain your DRE public license printout: <http://www2.dre.ca.gov/PublicASP/pplinfo.asp>.

**ALERT!** For California DRE licensees who are completing a MU1 or MU4 filing, **DO NOT** select more than one license type per MU1 or MU4 filing. If you select more than one license type, you **will** incur additional fees that will **NOT BE REFUNDED!** After the initial selection **DO NOT** select the "Add" button located at the bottom of the page in the License/Registration Information screen. Please scroll down and select "Next" to continue to complete the filing.

1. You must electronically submit Forms MU1 (as a sole proprietor-COMPANY) and MU4 (as an INDIVIDUAL) through NMLS. When completing "Company Name" on Form MU1, use your last, first, and middle personal name(s) separated by commas as they appear on your DRE license record. **DO NOT** list your DBA(s) or a trade name as your company name. For additional information, see [NMLS Resource Center](#). You will also be completing Form MU2.
2. If you are a broker-associate who intends to perform MLO activities in the employ of another broker or corporation under a broker-salesperson agreement, you must be separately authorized to conduct those activities through the NMLS by filing Form MU4. After the MU4 is submitted, you will need to [create a company relationship](#) and [request a sponsorship](#) from the employing broker or corporation.
3. If MLO licensed activities are performed at a branch office, you must have a DRE branch office license on file with the Department and file Form MU3 on the NMLS system. A quick guide on this process can be found at the following link: [NMLS Quick Guides](#)
4. You must be listed as the "Qualifying Individual" on Form MU1.
5. Your business address as the "Qualifying Individual" must match the address listed as the "Main Address" on Form MU1, and your main office address as filed with DRE.
6. You must be listed as the Resident/Registered Agent section of the MU1 form, and it should reflect the information as on file with DRE.
7. If you use DBA(s) for mortgage loan origination activities, the DBA(s) must be listed on your real estate license and you must list the DBA(s) in the "Other Trade Names" section of Form MU1.
8. You must be the individual that attests to the MU1 filing.
9. Fees are collected through the NMLS and ARE NOT REFUNDABLE. An additional \$39 fee will be charged when the criminal background check is authorized through NMLS. For further information regarding fees, refer to the [Real Estate MLO License Endorsement Fee Summary](#).
10. A license endorsement which is issued before October 31, will be valid through December 31, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1 will be valid through December 31, of the following year.

### Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the DRE Licensing Section at (877) 373-4542.

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (240) 386-4444.