

STATE OF IOWA
DIVISION OF BANKING
200 E. GRAND AVENUE, SUITE 300
DES MOINES, IOWA 50309

**APPLICATION REQUIREMENTS FOR INDIVIDUAL REGISTRATION UNDER
CHAPTER 535B OF THE IOWA CODE**

Chapter 535B of the Iowa Code requires that a natural person who is a mortgage banker or mortgage broker and who is employed by, under contract with, or is an exclusive agent of a licensee, shall register annually with the administrator.

“Mortgage Banker” means a person who makes, originates or services at least four first mortgage loans on residential real property located in Iowa in a calendar year. “Mortgage Broker” means a person who arranges or negotiates, or attempts to arrange or negotiate, at least four first mortgage loans or commitments for four or more such loans on residential real property located in Iowa in a calendar year. Individual registration is not required for a person whose job responsibilities on behalf of a licensee or individual registrant are to process mortgage loans, are solely clerical in nature, or otherwise do not involve direct contact with loan applicants.

Should the business activity in which you intend to operate in Iowa meet the definition of “Mortgage Banker” or “Mortgage Broker”, and you are not exempt from licensing (exemptions can be found in Iowa Code §535B.2), please complete and submit the enclosed application as soon as possible. You are reminded that a person who knowingly engages in an activity for which a license is required under Iowa Code 535B without being licensed is guilty of a class “D” felony.

The enclosed application packet includes the following:

- Uniform Application for Licensure
- Waiver for Completing Criminal History Background Checks
- Application Check List

ADDITIONAL REQUIREMENTS FOR REGISTRATION UNDER IOWA CODE CHAPTER 535B

THIS INFORMATION MUST BE SUBMITTED IN ADDITION TO THE UNIFORM APPLICATION REQUIREMENTS:

1. A check or money order payable to the Superintendent of Banking (cash cannot be substituted) in the amount of \$90 for the Individual Registration. **All fees are nonrefundable.**
2. A completed “Waiver for Completing Criminal History Background Checks”.
3. Completed FBI Fingerprint Card. Please note the fingerprints must be on the cards supplied by this office, the cards have preprinted information required by the FBI for processing. The license contact at your company should have the required cards, if not please request a card by emailing the Iowa Division of Banking at craig.christensen@idob.state.ia.us.

When an application for individual registration under the Iowa Code Chapter 535B is complete, the superintendent will update the license verification page on our website. If the license verification page on our website has not been updated to reflect “Active” status within 6 weeks of submitting an application or if you have not received correspondence detailing the missing information please contact Craig Christensen at (515) 281-4014 or craig.christensen@idob.state.ia.us.

Applications may be mailed to:
Iowa Division of Banking
200 E. Grand Avenue, Suite 300
Des Moines, IA 50309

<p>Iowa Division of Banking</p> <p>Waiver for Completing Criminal History Background Checks</p>

I hereby give permission for the Iowa Division of Banking to conduct both an Iowa criminal history background check with the Division of Criminal Investigation (DCI) and a national check through the Federal Bureau of Investigation (FBI). Any information maintained by the DCI and/or the FBI may be released as allowed by law.

Please print:

NAME (Last, first, middle, Jr. Sr., etc)		
OTHER NAMES USED (Include and indicate maiden name)		
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER (Home)	PHONE NUMBER (Work)	
E-MAIL ADDRESS	FAX NUMBER	
GENDER Male Female	SOCIAL SECURITY NUMBER	DATE OF BIRTH
LAW ENFORCEMENT AGENCY WHERE FINGERPRINTED:		

Signature of Applicant

Date

UNIFORM INDIVIDUAL MORTGAGE LICENSE/REGISTRATION FORM

FORM MU4 INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. **FILING** – Form MU4 is the Uniform Individual Mortgage License/Registration form. Any *applicant* for an individual mortgage license/registration may use this form to apply to *jurisdictions* that have adopted the Form MU4. The *applicant* must also refer to each *jurisdiction* in which it is applying for additional *jurisdiction* -specific requirements.
2. **EMPLOYMENT REPRESENTATION** – The employment representation section must be completed by an authorized representative of the employer (corporate officer, partner, member, sole proprietor, etc). Consult each *jurisdiction(s)* for applicability of this section.
3. **TERMS USED** – See the following Explanation of Terms section regarding italicized words/phrases.
4. **DATES** – The filing date is the date *applicant* submits this form to the *jurisdiction(s)*. The effective date is the date *applicant* would like this license/registration or amendment to become effective. Consult applicable *jurisdiction* for effective date expectations.
5. **AMENDMENTS** – The *applicant* must update information as required in each applicable *jurisdiction* by submitting amendments using Form MU4. Only complete the information that is being amended as well as the name of the *applicant* and circle the item being amended. Consult each *jurisdiction* concerning the return of the prior original license/registration document when submitting the amended Form MU4.
6. **TERMINATION** – Do not use this form for termination. Consult each *jurisdiction(s)* for instructions pertaining to terminating an individual license/registration.

B. FILING INSTRUCTIONS

1. FORMAT

- A. A fully completed Form MU4 is required to be submitted to each *jurisdiction* where the *applicant* is filing. The *applicant* should contact the appropriate *jurisdiction(s)* for specific filing requirements, including applicable fees.
- B. Employment history, item 5: provide the full legal name of the company, beginning with your current *employer*.
- C. The Acknowledgment & Consent section must include notarized original manual signature.
- D. Type all information.
- E. Use only the current version of Form MU4 or a reproduction of it.

2. ATTACHMENTS

- A. Enclose a pair of Fingerprint Cards if required by applicable *jurisdiction(s)* per item 2 of Form MU4.
- B. *Jurisdiction(s)* will conduct additional background investigations (including personal credit and employment history) as appropriate for each *jurisdiction*.
3. **FINANCIAL RESPONSIBILITY** – Consult each *jurisdiction* in which the *applicant* is applying to determine requirements for demonstrated financial responsibility. These may include the submission of personal credit reports, financial statements, surety bond(s), minimum net worth, or other requirements.
4. **EDUCATION/EXPERIENCE** – Consult each *jurisdiction* in which the *applicant* is applying to determine requirements for experience, initial education, continuing education, etc.
5. **JURISDICTION-SPECIFIC REQUIREMENTS** – Consult each *jurisdiction* in which the *applicant* is applying for a list of requirements unique to the *jurisdiction(s)*, including applicable fees, etc.

C. EXPLANATION OF TERMS – The following terms are italicized throughout Form MU4

1. GENERAL

APPLICANT – The individual applying on or amending information on this form.

CONTROL – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any *person* that (i) is a director, general partner or officer exercising executive responsibility (or having similar status or functions); (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; or (iii) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

JURISDICTION – A state, the District of Columbia, the Commonwealth of Puerto Rico, or any subdivision or regulatory body thereof.

PERSON – An individual, partnership, corporation, trust, or other organization.

2. FOR THE PURPOSE OF ITEM 7

CHARGED – Being accused of a crime in a formal complaint, information, or indictment (or equivalent formal charge).

ENJOINED – Includes being subject to a mandatory injunction, prohibitory injunction, preliminary injunction, or a temporary restraining order.

FELONY – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *felony* is an offense punishable by a sentence of at least one year imprisonment and/or a fine of at least \$1,000. The term also includes a general court martial.

FINANCIAL SERVICES OR FINANCIAL SERVICES-RELATED – Pertaining to securities, commodities, banking, insurance, consumer lending, or real estate (including, but not limited to, acting as or being associated with a bank or savings association, credit union, mortgage lender, mortgage broker, closing agent, title company, or escrow agent).

FOREIGN FINANCIAL REGULATORY AUTHORITY – Includes (1) a *financial services* authority of a foreign country; (2) other governmental body empowered by a foreign government to administer or enforce its laws relating to the regulation of *financial services* or *financial services-related* activities; and (3) a foreign membership organization, a function of which is to regulate the participation of its members in *financial services* activities listed above.

FOUND – Includes adverse final actions, including consent decrees in which the respondent has neither admitted nor denied the findings, but does not include agreements, deficiency letters, examination reports, memoranda of understanding, letters of caution, admonishments, and similar informal resolutions of matters.

INVOLVED – Doing an act or omission or aiding, abetting, counseling, commanding, inducing, conspiring with or failing reasonably to supervise another in doing an act or omission.

MISDEMEANOR – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *misdemeanor* is an offense punishable by a sentence of less than one year imprisonment and/or a fine of less than \$1,000. The term also includes a special court martial.

ORDER – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an *order*.

PROCEEDING – Includes a formal administrative or civil action initiated by a governmental agency, self-regulatory organization or a *foreign financial regulatory authority*; a *felony* criminal indictment or information (or equivalent formal charge); or a *misdemeanor* criminal information (or equivalent formal charge). The term does not include other civil litigation, investigations, or arrests or similar charges affected in the absence of a formal criminal indictment or information (or equivalent formal charge).

FORM MU4

UNIFORM INDIVIDUAL MORTGAGE LICENSE/REGISTRATION FORM

Date of filing: _____

Effective Date: _____

WARNING: Failure to keep this form current and to file accurate supplementary information on a timely basis, or otherwise to comply with the provisions of law pertaining to the conduct of business for which you are applying, may violate the laws of the *jurisdictions* and may result in disciplinary, administrative, injunctive or criminal action.

INTENTIONAL MISSTATEMENTS OR OMISSIONS OF FACTS MAY CONSTITUTE CRIMINAL VIOLATIONS.

APPLICATION

AMENDMENT *To amend, circle item(s) being amended.*

1. Individual's identifying information:

A. Full last, first and middle names:

Last name First name Full middle name Suffix

B. (1) Social Security Number: _____

(2) Gender: Male Female

C. (1) Date of Birth (MM/DD/YYYY) _____

(2) State/Province of Birth: _____ (3) Country of Birth: _____

D. List all other name(s) you have used or are using, or by which you are known or have been known, other than your legal name, since the age of 18. This field should include for example, nicknames, aliases, and names used before/after marriage. (Use additional sheets as necessary).

1. Name	2. Name	3. Name	4. Name
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E. (For amendments only) If this filing reports that an individual's name has changed, enter the new name and attach supporting legal documentation

Last name First name Full middle name Suffix

F. Employer (Mortgage Broker/Mortgage Lender): _____

Office of Employment address: (Do not use a P.O. Box) If this address is your private residence, check this box.

Number and Street City State/Country Zip+4/Postal Code

G. Current Residence address, if different:

Number and Street City State/Country Zip+4/Postal Code

H. Telephone Numbers and e-mail address:

Business phone _____ Fax line _____

(Area Code) (Telephone Number) (Area Code) (Telephone Number)

Cell phone _____

(Area Code) (Telephone Number) (e-mail address)

INDIVIDUAL'S ACKNOWLEDGMENT & CONSENT:

I swear or affirm that I have read and understand the items and instructions on this form and that my answers (including attachments) are true and complete to the best of my knowledge. I understand that I am subject to administrative, civil or criminal penalties if I give false or misleading answers.

I authorize all my current and former *employers*, law enforcement agencies, and any other *person* to furnish to any *jurisdiction*, or any agent acting on its behalf, any information they have, including without limitation my creditworthiness, character, ability, business activities, educational background, general reputation, history of my employment and, in the case of former *employers*, complete reasons for my termination.

Date (MM/DD/YYYY) Signature of applicant

Signed or attested before me _____ by _____

Print Notary Public name Print applicant name

Notary seal here

on this _____ day of _____ at _____

Month Year State County

Notary Public Signature Notary Appointment Expires (MM/DD/YYYY)

MORTGAGE LENDER/MORTGAGE BROKER EMPLOYMENT REPRESENTATION

To the best of my knowledge and belief, the *applicant* at the time of approval, will be familiar with the statutes, regulations, and rules of the *jurisdiction(s)* with which this application is being filed, and will be fully qualified for the position for which application is being made herein. I have taken appropriate steps to verify the accuracy and completeness of the information contained in and with this application. I have provided the *applicant* an opportunity to review the information contained herein and the *applicant* has approved this information and signed the form.

Date (MM/DD/YYYY) Name of Mortgage Lender/Mortgage Broker (company)

By: _____

Signature of authorized party Print Name Title

Individual's Acknowledgment & Consent and Employment Representation sections must always be completed in full with original, manual signatures and notarization. Affix notary stamp or seal where applicable.

Applicant full legal name (last, first, middle): _____

2. Fingerprint Information filing representation:

I represent that I am submitting, have submitted, or promptly will submit to the appropriate *jurisdiction(s)* two fingerprint cards as required.

Fingerprint Card Barcode(s): _____

I am applying for a mortgage individual license/registration only in *jurisdiction(s)* that do not require me to submit fingerprint card(s).

3. Enter appropriate number in the box for each *jurisdiction*:

Enter "1" if you are **newly applying** in that *jurisdiction* as a mortgage individual.

Enter "2" if you have a **pending application** in that *jurisdiction* as a mortgage individual.

Enter "3" if you are **already licensed/registered** in that *jurisdiction* as a mortgage individual.

Alabama		Georgia		Maryland		New Mexico		South Dakota	
Alaska		Guam		Massachusetts		New York		Tennessee	
Arizona		Hawaii		Michigan		North Carolina		Texas – OCCC	
Arkansas		Idaho		Minnesota		North Dakota		Texas – SML	
California – DOC		Illinois		Mississippi		Ohio		Utah	
California – DRE		Indiana		Missouri		Oklahoma		Vermont	
Colorado		Iowa		Montana		Oregon		Virginia	
Connecticut		Kansas		Nebraska		Pennsylvania		Washington	
Delaware		Kentucky		Nevada		Puerto Rico		West Virginia	
District of Columbia		Louisiana		New Hampshire		Rhode Island		Wisconsin	
Florida		Maine		New Jersey		South Carolina		Wyoming	

4. Residential History: Starting with current address (item 1G), give all addresses for the past 10 years. (Attach additional sheets as necessary.)

From (MM/YYYY)	To (MM/YYYY)	Street Address	City	State or Province	Zip or Postal Code	Country

5. Employment History: Provide complete employment history for the past 10 years. Account for all time including full & part-time employments, self-employment, military service, and homemaking. Also include periods such as *unemployed*, full-time student, extended travel, etc. Indicate by "Yes" or "No" whether this employment was *financial service-related* business. (Attach additional sheets as needed.)

From (MM/YYYY)	To (MM/YYYY)	Employer (company name)	Position Held	City	State or Province	Country	Yes/No

6. Other Business: Are you currently engaged in any other business either as a proprietor, partner, officer, director, employee, trustee, agent or otherwise? (Please exclude non-*financial services-related* activity that is exclusively charitable, civic, religious, or fraternal and is recognized as tax exempt.) If YES, provide the following details: the name of the other business; whether the business is *financial services-related*; the address of the other business; the nature of the other business; your position, title, or relationship with the other business; the start date of your relationship; the approximate number of hours/month you devote to the other business; and briefly describe your duties relating to the other business. (Attach additional sheets as needed.)

Details: _____

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

7. Disclosures: If the answer to any of the following is "YES", provide complete details of all events or *proceedings* in an attachment. Refer to the explanation of terms section of the instructions for explanations of italicized terms.

Financial Disclosure

A. Within the past ten years:

(1) have you filed a personal bankruptcy petition or been the subject of an involuntary bankruptcy petition?

(2) based upon events that occurred while you exercised *control* over any organization, have any filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition?

B. Has a bonding company ever denied, paid out on, or revoked a bond for you?

C. Do you have any unsatisfied judgments or liens against you?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Applicant full legal name (last, first, middle): _____

Criminal Disclosure	YES	NO
D. Have you ever:		
(1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any <i>felony</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
(2) been <i>charged</i> with any <i>felony</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
E. Based upon activities that occurred while you exercised <i>control</i> over it, has an organization ever:		
(1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any <i>felony</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
(2) been <i>charged</i> with any <i>felony</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
F. Have you ever:		
(1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to a <i>misdemeanor involving financial services</i> or a <i>financial services-related</i> business or any fraud, false statements or omissions, theft or any wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?	<input type="checkbox"/>	<input type="checkbox"/>
(2) been <i>charged</i> with a <i>misdemeanor</i> specified in 7F(1)?	<input type="checkbox"/>	<input type="checkbox"/>
G. Based upon activities that occurred while you exercised <i>control</i> over it, has an organization ever:		
(1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to a <i>misdemeanor</i> specified in 7F(1)?	<input type="checkbox"/>	<input type="checkbox"/>
(2) been <i>charged</i> with a <i>misdemeanor</i> specified in 7F(1)?	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory Action Disclosure		
H. Has any State or federal regulatory agency or <i>foreign financial regulatory authority</i> ever:		
(1) <i>found</i> you to have made a false statement or omission or been dishonest, unfair or unethical?	<input type="checkbox"/>	<input type="checkbox"/>
(2) <i>found</i> you to have been <i>involved</i> in a violation of a <i>financial services-related</i> regulation(s) or statute(s)?	<input type="checkbox"/>	<input type="checkbox"/>
(3) <i>found</i> you to have been a cause of a <i>financial services-related</i> business having its authorization to do business denied, suspended, revoked or restricted?	<input type="checkbox"/>	<input type="checkbox"/>
(4) entered an <i>order</i> against you in connection with a <i>financial services-related</i> activity?	<input type="checkbox"/>	<input type="checkbox"/>
(5) denied, suspended, or revoked your registration or license, disciplined you, or otherwise by <i>order</i> , prevented you from associating with a <i>financial services-related</i> business or restricted your activities?	<input type="checkbox"/>	<input type="checkbox"/>
(6) denied, suspended, or revoked your registration or license, disciplined you, or otherwise by <i>order</i> , prevented you from associating with a <i>financial services-related</i> business or restricted your activities?	<input type="checkbox"/>	<input type="checkbox"/>
(7) barred you from association with an entity regulated by such commission, authority, agency, or officer, or from engaging in a <i>financial services-related</i> business?	<input type="checkbox"/>	<input type="checkbox"/>
(8) issued a final <i>order</i> based on violations of any law or regulations that prohibit fraudulent, manipulative, or deceptive conduct?	<input type="checkbox"/>	<input type="checkbox"/>
I. Have you ever had an authorization to act as an attorney, accountant, or State or federal contractor that was revoked or suspended?	<input type="checkbox"/>	<input type="checkbox"/>
J. Are you now the subject of any regulatory <i>proceeding</i> that could result in a "yes" answer to any part of 7H or 7I?	<input type="checkbox"/>	<input type="checkbox"/>
Civil Judicial Disclosure		
K. (1) Has any domestic or foreign court ever:		
(a) <i>enjoined</i> you in connection with any <i>financial services-related</i> activity?	<input type="checkbox"/>	<input type="checkbox"/>
(b) <i>found</i> that you were <i>involved</i> in a violation of any <i>financial services-related</i> statute(s) or regulation(s)?	<input type="checkbox"/>	<input type="checkbox"/>
(c) dismissed, pursuant to a settlement agreement, a <i>financial services-related</i> civil action brought against you by a State, federal, or <i>foreign financial regulatory authority</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
(2) Are you named in any pending <i>financial services-related</i> civil action that could result in a "yes" answer to any part of 7K(1)?	<input type="checkbox"/>	<input type="checkbox"/>
Customer Arbitration/Civil Litigation Disclosure		
L. Have you ever been named as a respondent/defendant in a <i>financial services-related</i> consumer-initiated arbitration or civil litigation which:		
(1) is still pending; or	<input type="checkbox"/>	<input type="checkbox"/>
(2) resulted in an arbitration award or civil judgment against you, regardless of amount, or that required corrective action; or	<input type="checkbox"/>	<input type="checkbox"/>
(3) was settled for any amount?	<input type="checkbox"/>	<input type="checkbox"/>
Termination Disclosure		
M. Have you ever voluntarily resigned, been discharged, or permitted to resign after allegations were made that accused you of:		
(1) violating statute(s), regulation(s), rule(s), or industry standards of conduct?	<input type="checkbox"/>	<input type="checkbox"/>
(2) fraud, dishonesty, theft, or the wrongful taking of property?	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION CHECKLIST

INDIVIDUAL REGISTRATION FOR MORTGAGE BANKERS/BROKERS

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION.
INCOMPLETE APPLICATIONS WILL RESULT IN INCREASED
PROCESSING TIME AND POSSIBLE DENIAL OF THE APPLICATION.**

- () A. Check or money order for the application fee payable to the Superintendent of Banking in the amount of \$90.

 - () B. Completed, signed, and notarized Uniform Application.
 - () All blanks must be filled in (if N/A so state)

 - () If the answer to any of the question in #7 was "YES", provide complete details of all events or proceedings in an attachment.

 - () C. "Waiver for Completing Criminal History Background Checks"

 - () D. Completed FBI fingerprint card.
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When an application for individual registration under the Iowa Code Chapter 535B is complete, the superintendent will update the license verification page on our website. If the license verification page on our website has not been updated to reflect "Active" status within 6 weeks of submitting an application or if you have not received correspondence detailing the missing information please contact Craig Christensen at (515) 281-4014 or craig.christensen@idob.state.ia.us.

Application may be mailed to:

**Iowa Division of Banking
200 E. Grand Avenue, Suite 300
Des Moines, IA 50309**