



STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Division of Banking and Securities

Sean Parnell, Governor
Emil Notti, Commissioner
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To: All Mortgage Loan Originators (MLOs)
Subject: Federal Criminal Background Checks through the Nationwide Mortgage Licensing System (NMLS)

On January 25, 2010 the functionality of accepting fingerprint cards and performing the federal background check through the Nationwide Mortgage Licensing System (NMLS) became available. All Mortgage Loan Originators (MLOs) **must** request a federal background check and provide fingerprints to the NMLS even though you have already submitted fingerprints cards to the State of Alaska.

The previous background check and fingerprint submission to the state does not exempt you from this requirement. The SAFE Act requires all individuals acting as MLOs to submit fingerprints to NMLS for a federal criminal history background check with the Federal Bureau of Investigation and to meet certain minimum criminal history standards. The fingerprint card submission and background check that you previously completed was performed in compliance with the current state statutes and submitted through the State of Alaska Department of Public Safety (DPS). Therefore, you must also complete a background check through NMLS.

Important Dates:

Existing MLOs – must provide fingerprints to NMLS and complete (not start) the new criminal history background check through NMLS on or before November 1, 2010. Licensing renewals begin November 1, 2010. Your license can not be renewed for 2011 if this process is not complete. If you wait until November 1, 2010 to start the process the background check may not be complete and the state may not have finalized the review of the background check against SAFE requirements. On December 31, 2010 if the renewal process is not completed, including the state's review of all required documentation, you will not have a license to conduct mortgage loan origination activities in Alaska.

New Applicants – Beginning January 25, 2010 when you apply for an MLO license in Alaska you must have fingerprints on file with NMLS and request a federal background check to be processed by NMLS. In addition, Alaska specific jurisdictional requirements will require you to submit fingerprint cards to the state as our current state statutes still require a background check through DPS. A license will not be issued until the state reviews the background check completed through both NMLS and DPS.

What you need to do:

NMLS has added functionality to the MU4 filing process that allows MLOs and sponsoring companies to authorize, request, and pay for a federal criminal background check within the system. You can access this functionality by logging into your account on NMLS. Once you submit your MU4 filing (amended filing for existing MLOs) and pay the \$39 NMLS processing fee you will be routed to the Background Check Certificate screen. **YOU WILL NEED TO RETAIN THE INFORMATION ON THIS SCREEN – IT IS SUGGESTED YOU PRINT THE SCREEN.** On this screen will be a link to schedule an appointment to have your fingerprints electronically captured by an NMLS approved vendor. Mortgage loan originators not located within a reasonable commuting distance of an NMLS approved capture site will be afforded an opportunity to submit paper fingerprint cards through an NMLS approved vendor. **Please note:** submitting paper fingerprint cards may take up to two months to process. And, if rejected it can add another two months to the process. This is why it is important that you start this process immediately.

Where you can find out more information:

Full information concerning federal criminal background check processing can be found in NMLS and at the [NMLS Resource Center](http://mortgage.nationwidelicencingsystem.org/) under "Professional Requirements." The NMLS website is: <http://mortgage.nationwidelicencingsystem.org/>

You may also contact the **NMLS Call Center at 240-386-4444** with questions about using the NMLS as well as processing your Criminal Background Check and fingerprint card submission.

If you have questions regarding Alaska's requirement and deadline dates, you may email mortgagelending@alaska.gov or call 907-269-4594.