

## Real Estate Salesperson MLO License Endorsement Checklist

The NMLS record must match the information on file with CalBRE. It is strongly recommended that a copy of the CalBRE public license printout is obtained while undergoing this process. Click on the link to obtain a CalBRE public license printout: <http://www2.dre.ca.gov/PublicASP/ppinfo.asp>.

**ALERT! DO NOT** select more than one license type per Individual (MU4) form. If you select more than one license type, you **will** incur additional fees that will **NOT BE REFUNDED!**

### Instructions

1. You must electronically submit the Individual (MU4) form through NMLS. Enter your last, first, and middle personal name(s) separated by commas as they appear on your CalBRE license record.
2. In order to perform MLO activities, you must be properly affiliated with a licensed broker or corporation on CalBRE records and separately authorized to perform those activities through NMLS. You may only be sponsored by one licensed broker or corporation at a time. After the Individual (MU4) form is submitted, your employing broker or corporation will need to create a relationship and submit a sponsorship request before you will be able to conduct mortgage loan activities.
3. A license endorsement which is issued before October 31<sup>st</sup>, will be valid through December 31<sup>st</sup> of the same year, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1<sup>st</sup> will be valid through December 31<sup>st</sup> of the following year.
4. Fees are collected through NMLS and are **NOT REFUNDABLE**. For further information regarding fees, refer to the [Real Estate MLO License Endorsement Fee Summary](#).

### Additional Help-

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

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (855) 665-7123.