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To: Clients

From: David F. Dulock

Subject: NMLS 2013 Annual Renewal Period

The following information for the 2013 renewal period is reproduced from the Streamlined Annual Renewals page of the NMLS website (click [here](#)):


The 2013 Renewal Period in NMLS begins November 1 and goes through December 31. The following steps will help you prepare for and complete the renewal process in NMLS.

Prior to November 1...

Step 1 – Prepare for the renewal process

NMLS has prepared a Renewal Handbook for state-licensed company and individual users to guide them through the renewal process. The handbook will provide information on how to prepare to request renewal of licenses in NMLS.

-  [Renewal Handbook for Companies](#)
-  [Renewal Handbook for Individuals](#)



Do I need to renew my license if I received my approval for licensure after November 1, 2012? See  [State-Specific Renewal FAQs](#).

Step 2 – Log in to NMLS and make sure your record is up to date

Make sure you can log in, with your user name and password. If you need assistance recovering your password and/or username to log into NMLS, utilize the “Forgot your User Name/password” hyperlinks on the NMLS login screen to do so. A [brief video](#) is available to assist you with this process.

All records must be up to date and in an approved status before requesting renewal. Use the [Preparing for Renewal Quick Guide](#) to review the information on record and to confirm the license/registration status.

Step 3 – Review deadlines and requirements

Review all applicable state(s) renewal requirements. Select a state(s) using the drop-down box below to determine renewal deadlines, requirements, details, fees, etc. Information can also be downloaded for all states using the following spreadsheets: 1.  [Renewal Deadlines Chart](#), 2.  [Renewal Fees Chart](#)

State:

Texas SML

Renewal Submission Deadline: **Monday, December 31, 2012**

Reinstatement: TX-SML will continue to allow renewal requests until 2/28/2013.

CE Requirements: Continuing Education requirements must be met prior to requesting renewal. For details, see the [State-Specific Education Chart](#).

CBC & Credit Requirements: No

Additional Requirements: **Company:** No additional requirements unless advised otherwise by your regulator.
Individual: No additional requirements unless advised otherwise by your regulator.

Renewal Fees

- The fees listed below are renewal fees to be paid to the state agency through NMLS.
- Licensees will pay an additional annual processing fee, per license, to NMLS (Company - \$100, Branch - \$20, Individual - \$30).
- An asterisk (*) indicates that an additional fee must be paid outside of NMLS to the agency.
- Additional fees will apply for states requiring a Criminal Background Check and/or Credit Report.

Entity	License Name	Renewal Fee	Reinstatement Fee
Individual	Auxiliary Mortgage Loan Activity Residential Mortgage Loan Originator License	40.00	0.00
Individual	Credit Union Subsidiary Organization Residential Mortgage Loan Originator License	250.00	0.00
Individual	Financial Services Company Exclusive Agent	0.00	0.00
Individual	Independent Contractor Processor/Underwriter License	250.00	0.00
Individual	Mortgage Banker Residential Mortgage Loan Originator License	250.00	125.00
Individual	Mortgage Company Residential Mortgage Loan Originator License	250.00	125.00
Company	Auxiliary Mortgage Loan Activity Company License	0.00	0.00
Company	Credit Union Subsidiary Organization License	125.00	0.00
Company	Financial Services Company Registration	*	0.00
Company	Independent Contractor Processor/Underwriter Company License	125.00	0.00
Company	Mortgage Banker Registration	500.00	0.00
Company	Mortgage Company License	125.00	0.00
Company	Residential Mortgage Loan Servicer Registration	500.00	0.00
Branch	Credit Union Subsidiary Organization Branch License	0.00	0.00
Branch	Mortgage Banker Branch Registration	0.00	0.00
Branch	Mortgage Company Branch License	0.00	0.00




On or after November 1...

Step 4 – Request renewal






Beginning November 1st, licensees can log into NMLS, click the Renewal Tab and request renewal of their licenses, or indicate to their regulator the licenses they do not intend to renew.

Individuals should consult with their company to determine who will be submitting and paying for the renewal request in NMLS. In some instances, the company may wish to submit the renewal request on your behalf (individuals must attest to their record first.)

Additional resources:

-  [Company Uniform Renewal Checklist](#)
-  [Individual Uniform Renewal Checklist](#)
-  [Renewal FAQ](#) - Answers to several state-specific questions about renewal

Quick Guides (handy 1-2 page how-to documents):

- Companies
 -  [Company Renewal Quick Guide](#) - Guides company account users through the process of submitting company/branch licenses for renewal (and how to recall a "Do Not Renew" request). Includes instructions on how to view the status of renewal requests.
 -  [Renewal Role Quick Guide](#) - Walks the company account administrator through the process of granting other company users the Renewal Role in NMLS.
- Individuals
 -  [Attest for Company Quick Guide](#) - Provides instructions for an individual to attest to their renewal to allow their company to pay for and submit the individual renewal request.
 -  [Attest and Pay Quick Guide](#) - Guides the individual licensee through the process of submitting licenses for renewal (and how to recall a "Do Not Renew" request). Includes instructions on how to view the status of submitted renewals.
 -  [Do Not Renew Quick Guide](#) - Provides instructions for an individual to indicate to their regulator that they do not wish to renew a license in NMLS.

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