

**APPLICATION FOR ADDITIONAL AUTHORITY FOR A MORTGAGE LENDER OR MORTGAGE  
BROKER PURSUANT TO CHAPTER 16 OF TITLE 6.1 OF THE CODE OF VIRGINIA**

**INFORMATION AND INSTRUCTIONS**

This form is for currently licensed mortgage brokers to apply for a mortgage lender license or for currently licensed mortgage lenders to apply for a mortgage broker license. Additional information, attachments, and/or documents must be filed on 8 1/2" x 11" paper.

**The following documents must be submitted with the application:**

1. A \$500 check for the application fee, payable to the Treasurer of Virginia. The application fee is not refundable.
2. A completed fingerprint card and a Criminal History Records Consent and Fingerprinting Instructions form (CCB-8812) for a sole proprietor and each (i) director of a corporate applicant; (ii) member of a limited liability company or partnership applicant; (iii) senior officer of the applicant; and (iv) principal of the applicant (only one fingerprint card per person need be submitted). Also, submit a **money order, cashier's check or certified check**, payable to the Treasurer of Virginia, for \$37 per individual being investigated, to defray the cost of criminal history records checks by state and federal law enforcement (Submit only one check for the total cost of the criminal history records checks equal to \$37 times the number of fingerprint cards submitted. **Any form of payment other than a money order, cashier's check, or certified check will not be accepted.**) A senior officer is defined as a person who has significant management responsibility within an organization or otherwise has the authority to influence or control the conduct of the applicant's affairs, including but not limited to its compliance with applicable laws and regulations. A principal is defined as a person who owns, directly or indirectly, 10 percent or more of the applicant. The requirement for criminal history records checks is found in Section 6.1-414 of the Code of Virginia. Failure to submit all the fingerprint cards and records check fees as required above will result in denial of the application. Fingerprint cards should be obtained ONLY from the Bureau of Financial Institutions prior to applying for a license. Please e-mail your request for fingerprint cards or questions about criminal history records checks to [corporatestructure@scc.virginia.gov](mailto:corporatestructure@scc.virginia.gov) or call (804) 371-9690. For information on fingerprinting and criminal history records checks, please see form CCB-8812 entitled Criminal History Records Consent and Fingerprinting Instructions.
3. Senior officers, directors, members, trustees, or partners of the applicant **who have never filed** a personal financial report with this Bureau in connection with the licensee must submit a properly executed, current (less than 90 days old) Personal Financial Report and Disclosure Statement on form CCB-1123 (Rev. 03/08). An **outside director** (a person who is not a paid employee of the applicant or its parent and who does not own 10% or more of the stock of the applicant or its parent) may elect to use the limited financial report form CCB-1143 (Rev. 03/08). *The report must be executed with original signature(s).* Personal Financial Report and Disclosure Statement forms are confidential.
4. An Employment and Business Affiliation Disclosure Form, CCB-1150 (Rev. 03/08), for each person required to file form CCB-1123 (Rev. 03/08) or form CCB-1143 (Rev. 03/08).
5. A current (less than 90 days old) financial statement for the **applicant and for its parent, if applicable**, and a copy of the most recent audited statement for each, if available.
6. A surety bond on form CCB-8813 (which covers the licensee and its originators) in the amount required by Virginia Regulation 10 VAC 5-161-50. If the applicant has previously filed form CCB-8813 with the Bureau, an original bond rider (with the power of attorney form attached) should be submitted increasing the bond amount in accordance with the regulation. **NOTE:** The surety bond for an applicant for mortgage lender authority must be at least \$50,000 or such greater amount as required by Virginia Regulation 10 VAC 5-161-50.

7. Applicants for **lender authority** must submit certification from a **depository institution** that the applicant has at least \$200,000 on deposit or an established line of credit of at least \$200,000 for operation of the business, or some combination of both. If cash, submit a bank letter verifying the account balance, the type of account in which the funds are held, and that the funds are not encumbered or hypothecated in any way. If a line of credit, submit a copy of the line of credit agreement and promissory note. **Neither letters of credit nor lines of credit from sources other than a bank or other depository institution will satisfy this requirement.**

The Bureau will review the application and accompanying materials for completeness upon receipt. **Applications that are not substantially complete will be returned.** Thus, full and complete answers should be given at the outset of the application process.

**You must immediately advise the Bureau of any occurrences that would alter your responses to the questions in this application. Failure to disclose any changes within ten days of becoming aware of them may result in delay or denial of your application.**

As a general rule, documents filed with the Bureau of Financial Institutions become part of the public record. Except as permitted or required by law, the following shall be kept confidential: Personal Financial Report and Disclosure Statements, other documents which disclose personal account information, financial statements for sole proprietors, and information which could endanger the safety and soundness of a depository institution. Upon request, the Bureau will consider for confidential treatment any other documents or portions of the application that the applicant considers of a proprietary and personal nature. The request for confidential treatment must discuss the justification for the requested treatment, specifically demonstrating the harm (for example, loss of competitive position or invasion of privacy) that may result from public release of the information. Information for which confidential treatment is requested should be: (1) specifically identified in the public portion of the application (by reference to the confidential section); and (2) specifically separated and labeled "Confidential". The Bureau will advise the applicant if the request for confidentiality cannot be honored.

To view the entire Confidentiality Policy Statement of the Bureau of Financial Institutions or to download this application form or a related form, visit the Bureau's website at [www.scc.virginia.gov/bfi](http://www.scc.virginia.gov/bfi).

Information about appeals: All applications are investigated by the Bureau of Financial Institutions. Certain application decisions are made by the Commissioner of Financial Institutions under delegated authority from the State Corporation Commission. In the event you wish to appeal either a determination made by the Bureau of Financial Institutions in the course of its investigation of your application or the Commissioner of Financial Institutions' decision on your application, you may request a formal review by the State Corporation Commission in accordance with its Rules of Practice and Procedure ([www.scc.virginia.gov/case](http://www.scc.virginia.gov/case)).

Inquiries concerning the licensing, preparation and/or filing of this application should be directed to the Bureau of Financial Institutions, 1300 East Main Street, Suite 800, Post Office Box 640, Richmond, Virginia 23218-0640. Telephone: (804) 371-9690; FAX: (804) 371-9416; e-mail: [corporatestructure@scc.virginia.gov](mailto:corporatestructure@scc.virginia.gov).

**APPLICATION FOR ADDITIONAL AUTHORITY FOR A  
MORTGAGE LENDER OR MORTGAGE BROKER**

**Bureau of Financial Institutions  
State Corporation Commission  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

The undersigned hereby applies to the State Corporation Commission for a mortgage lender or mortgage broker license pursuant to Chapter 16 of Title 6.1 of the Code of Virginia. In support of this application, the following representations are made:

1. This application is for a license to conduct (check one):

Mortgage Lending \_\_\_\_\_ Mortgage Brokering \_\_\_\_\_

2. Applicant Name: \_\_\_\_\_

Applicant trading name [d/b/a], if any: \_\_\_\_\_

3. (a) Applicant Principal Mailing Address (where official correspondence will be mailed):

\_\_\_\_\_

(b) Applicant's Website address, if any \_\_\_\_\_

4. Individual responsible for filing the application: \_\_\_\_\_

(Name and Title)

\_\_\_\_\_

(Mailing Address)

\_\_\_\_\_

(Daytime Phone Number and E-mail Address)

5. List the location(s) of office(s) to be licensed (Street, City or Town, and Zip Code, or other identification). Start with the principal office if you wish it to be licensed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets as necessary)

6. Has the applicant or any of its affiliates (or former affiliates), principals, directors, officers, members, trustees or partners ever been refused a license to engage in any business or had any such license suspended or revoked by any state or federal agency, or surrendered a license in lieu of threatened or pending license revocation, license suspension, or other regulatory or enforcement action?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach complete details of the refusal, suspension or revocation.

7. Has the applicant or any of its affiliates (or former affiliates), principals, directors, officers, members, trustees, or partners ever entered into, or otherwise agreed to the entry of, a settlement or consent order, decree, or agreement with or by a state or federal regulatory agency, or has any state or federal regulatory agency ever (i) imposed a fine upon any such person or entity, (ii) required any such person or entity to make restitution or refunds to consumers in excess of \$20,000, (iii) ordered any such person or entity to cease and/or desist from engaging in a particular act or practice, or (iv) taken any other regulatory or enforcement action against any such person or entity (excluding license revocation or suspension)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide complete details.

8. If the applicant or any of its affiliates conducts a mortgage lending and/or mortgage brokering business in other states, provide the following information. Also indicate any states in which applications are pending.

Name of State	Name of Operating Entity	Date License Was First Granted, If Licensed		# of Years In Operation	
		Mortgage Lender	Mortgage Broker	Mortgage Lender	Mortgage Broker

(Attach additional sheets as necessary)

9. (i) List the name, address, title and ownership of **each director, senior officer and partner.**  
(ii) List the same information for **any person or entity owning, directly or indirectly, 10% or more of the applicant.**

Name	Address	Title in Organization	# Shares Owned	% of Ownership

(Attach additional sheets as necessary)

**CERTIFICATION**

The undersigned, being duly sworn, states that he/she has executed the foregoing application under Title 6.1, Chapter 16 of the Code of Virginia; that he/she has been duly authorized to execute and file such application; and that to his/her knowledge, information and belief, such application contains no misstatement of fact nor omits a material fact called for.

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Registration Number of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_