



STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

*Sean Parnell, Governor*  
*Susan K. Bell, Commissioner*  
*Lorie L. Hovanec, Director*

Division of Banking and Securities – Consumer Finance Section

TO: All State Licensed Mortgage Loan Originators

FROM: Alaska Division of Banking and Securities  
Consumer Finance Section

RE: NMLS 2012 Streamlined Renewal Process - ALASKA

DATE: October 25, 2011

All state-licensed individuals holding a Mortgage Loan Originator license with the Division of Banking and Securities must renew their license through the Nationwide Mortgage Licensing System and Registry (NMLS) between November 1, 2011 and December 31, 2011 if they wish to retain their license to conduct business in Alaska in 2012. The purpose of this letter is to provide you with important information about the 2012 NMLS Streamlined Renewal Process.

All mortgage loan originators should consult their sponsoring company concerning how to renew their license through NMLS.

**Records must be up-to-date at time of renewal.** Amendments to your record cannot be made utilizing the renewal feature. If you need to make changes to your record before you can attest to its accuracy, we strongly recommend submitting any necessary updates through the filing tab immediately to allow sufficient time for the review of changes prior to renewal. In addition, you may wish to review your status and confirm that you have no outstanding license items that need to be cleared. Waiting until November or December to submit amendments and/or clear outstanding license items may delay the approval of your renewal request.

## NMLS 2012 Streamlined Renewal Process

### Renewal Requirements

In order to be eligible for renewal, you must continue to meet all licensing standards for Alaska. If you continue to meet these standards, the Division of Banking and Securities does not require you to comply with any requirements beyond your attestation, payment of renewal fees (see fee information below) and submission of your renewal request through NMLS to complete the renewal process.

## NMLS Streamlined Renewal

---

You must have your 8 hours of continuing education complete prior to submitting your renewal request through NMLS. You will be prevented from renewing your license if you have not completed your CE requirements for 2012. For information on available courses, see the Professional Standards section of the NMLS Resource Center.

### Attestation and Renewal Request Submission

Starting November 1<sup>st</sup> you must log into your NMLS account and attest to your record. Attestation is your legal certification that: (i) your NMLS record is up-to-date, (ii) renewal requirements have been completed, and (iii) you meet all renewal eligibility requirements. Once attested, either you or your sponsoring company can submit your renewal request.

**NMLS WILL NOT ACCEPT RENEWAL SUBMISSIONS AFTER MIDNIGHT (12:00AM) EST on December 31, 2011.** Please note the time zone difference of your location.

### Fees

In addition to the 400.00 annual license fee (\$250 renewal fee and \$150 surety fund fee) that will be charged by the State of Alaska, NMLS charges a processing fee of \$30 which must be paid electronically through NMLS upon submission of the renewal request.

If you have questions, please contact Marilyn White or email [mortgagelending@alaska.gov](mailto:mortgagelending@alaska.gov).

Sincerely,



for

Patrice Walsh  
Chief of Consumer Finance Section  
Alaska Division of Banking & Securities