

Instructions for Printing License Certificate

1. Beginning on the License Certificate page of the Department's website, navigate to the self-service site by selecting the Print License Certificate button.

License Certificate

Non-Depository Financial Institution (NDFI) licensees can obtain a copy of their license certificate by visiting the Department's online self-service site. Please download the instructions below for guidance on printing your license certificate before continuing to the self-service site.

Important Note: New license certificates and renewal license certificates will be available for printing one business day after the initial license application or renewal application is approved in the Nationwide Multistate Licensing System (NMLS). Name changes will be reflected on the license certificates one business day after the name change amendment becomes effective in NMLS.



 [Instructions](#)



PRINT LICENSE CERTIFICATE

2. You should be directed to the Search Credentials page.



Search Credentials

TYPE	NUMBER
<input type="text"/>	<input type="text"/>
NAME (BUSINESS OR INDIVIDUAL)	
<input type="text"/>	
<input type="checkbox"/> DISPLAY ADVANCED SEARCH	
<input type="button" value="CLEAR"/>	<input type="button" value="SEARCH"/>

- The recommended way to search for your license (a.k.a. Credential) is by selecting the type of license that you hold in the Type field (e.g. Mortgage Lender License/Registration) and entering your NMLS number in the Number field. Then select search. Please note, it is NOT recommended to search using the Name field as it will take longer for the system to yield results.

The screenshot shows a web form titled "Search Credentials". It has two input fields: "TYPE" and "NUMBER". The "TYPE" field contains a dropdown menu with the selected option "Mortgage Broker/Processor License/Registration". The "NUMBER" field contains the text "1769556". Below these fields is a "NAME (BUSINESS OR INDIVIDUAL)" field which is empty. There is a checkbox labeled "DISPLAY ADVANCED SEARCH" which is unchecked. At the bottom of the form are two buttons: "CLEAR" and "SEARCH". A red box highlights the "SEARCH" button. Below the form, the text "Search Results. Found 0 items." is displayed.

- The system should return a record of your license after a few seconds. Sometimes it can take longer for the system to process your search request, so please be patient. If you receive a message that zero items were found, please verify that the information you entered is accurate. Then, clear the search criteria and conduct a new search. Helpful Tips: Verify that the NMLS number you entered matches the NMLS number in NMLS. Check for any hidden spaces in the information you entered for the search, especially potential spaces before and after the NMLS number that can populate accidentally from copying and pasting the number into the search field. If you selected the Type field, please ensure you selected the correct license type or remove the Type selection altogether and search using only the NMLS number instead. If you entered your license name in the Name field when searching for your individual license, you must search using the format: Last Name, First Name. Please keep in mind that searching using the license name, especially for an MLO license, may yield too many results and it will take longer for the system to process. The system can display a maximum of 200 results.

The screenshot shows the same "Search Credentials" form as above, but now it displays search results. A yellow banner at the top of the results section says "Search Results. Found 1 items." Below this, the name "Mortgage Brothers, LLC" is highlighted in a red box. Underneath the name, the following details are listed: Entity Type: NMLS Company; Type: Mortgage Broker/Processor License/Registration; Status: Approved; City: Alpharetta; State: Georgia; Number: MBP - 1769556; Expiration Date: 12/31/2021; ZipCode: 30005; County: N/A; Country: United States. A blue button labeled "VIEW DETAILS" is located at the bottom of the result card.

5. Select View Details and the system will direct you to the next screen to print your license certificate.

Search Credentials

TYPE: NUMBER:

NAME (BUSINESS OR INDIVIDUAL):

DISPLAY ADVANCED SEARCH

Search Results. Found 1 items.

Mortgage Brothers, LLC

Entity Type: NMLS Company
Type: Mortgage Broker/Processor License/Registration
Status: Approved
City: Alpharetta

Number: MBP - 1769556
Expiration Date: 12/31/2021
ZipCode: 30005

State: Georgia
County: N/A
Country: United States

6. On the Detailed Information screen, you should see a button under Credential Information that reads, Print License Certificate. Select Print License Certificate and a document window will open with your license certificate.

Detailed Information

Retrieved on Tue May 04 2021 12:54:04 GMT-0400 (Eastern Daylight Time)

Entity Information

NAME: Mortgage Brothers, LLC
ENTITY TYPE: NMLS Company

Credential Information

MBP - 1769556

BOARD: NDFI
NAME: Mortgage Brothers, LLC
CREDENTIAL TYPE: Mortgage Broker/Processor License/Registration
CREDENTIAL STATUS: Approved
EXPIRATION DATE: 12/31/2021

7. Verify that the information on your license certificate is accurate. Please note that if you have renewed your license, the license certificate will not populate your new expiration date until one business day after the renewal is approved in NMLS. Also, if you have changed your name or your company's name, the new name will not populate on the license certificate until one business day after the change is effective in NMLS. So please wait at least one business day after your renewal is approved in NMLS or one business day after your name change has become effective to ensure that the system generates the most up-to-date information on your license certificate.

If you have any questions or concerns, please contact the Department at:

NDFIDivision@dbf.state.ga.us