



SECRETARY OF STATE
STATE OF INDIANA
SECURITIES DIVISION

CONNIE LAWSON
SECRETARY OF STATE

CHRIS NAYLOR
SECURITIES COMMISSIONER

TO: All Licensed Collection Agencies
FROM: Indiana Secretary of State, Securities Division
RE: 2013 Collection Agency Renewal Period
DATE: October 23, 2013

On November 1, 2012, the Indiana Secretary of State, Securities Division (“Division”) started using the Nationwide Multistate Licensing System (“NMLS”) to manage collection agency licensing. The NMLS is a secure, web-based system created by state regulators to provide efficiencies in the processing of state licenses and to improve supervision of state regulated industries. Through the NMLS, companies maintain a single record which they use to apply for, maintain, renew, and surrender license authorities in one or more states. Basic information on the NMLS can be found at: <http://mortgage.nationwidelicensingsystem.org/Pages/default.aspx>

During the 2012 renewal season, approximately 50% of the Collection Agencies licensed in the State of Indiana transitioned to the NMLS. During the 2013 renewal season, the remaining 50% of Collection Agencies will transition onto the NMLS. Those agencies that have already transitioned to the NMLS should refer to the appropriate renewal checklist on the NMLS. The renewal checklists can be found at:

<http://mortgage.nationwidelicensingsystem.org/slr/Pages/DynamicLicenses.aspx?StateID=INSOS>

Collection Agencies that will be transitioning during the 2013 renewal season, your company will be able to apply for, amend, and renew your license authority conveniently and safely online through the NMLS. The purpose of this letter is to provide you with important information to help you prepare to use the NMLS. ***Companies that are transitioning in 2013 are encouraged to get setup on the NMLS early to be ready when transition opens on November 1, 2013.*** A general overview for getting started on the NMLS can be found at:

<http://mortgage.nationwidelicensingsystem.org/slr/resources/Pages/GettingStartedStateCo.aspx>

Managing Your License on NMLS

Every company holding a collection agency license must renew through the NMLS in 2013. Those companies who have not yet transitioned to the NMLS must create a company record in the system for the company and for each branch operating as a collection agency in Indiana. Once the company and branch forms have been completed, they will be able to be submitted electronically through NMLS to the Division starting on November 1, 2013.

NMLS is available now for you to create and begin completing your record. Completing and submitting this record through NMLS will take the place of the renewal process this year. **Step by Step instructions on submitting a company form on the NMLS can be found on the NMLS Resource Center at:**

<http://mortgage.nationwidelicensingsystem.org/licensees/resources/LicenseeResources/MU1%20New%20App.pdf>

How to Access NMLS

In order to gain access to NMLS for the first time you must complete a ***Company Account Request Form*** and identify a *Primary Account Administrator* and a *Secondary Account Administrator*. This form can be submitted electronically through the NMLS website in the "Getting Started" section. This form needs only to be submitted once per company, regardless of the number of NMLS participating states in which you are licensed. **IF YOUR COMPANY ALREADY HAS A RECORD IN NMLS, THEN YOU DO NOT NEED TO DO THIS STEP.**

Once you complete and submit this form, the *Primary Account Administrator* will receive NMLS login information within 3 business days. The *Primary Account Administrator* for your company will have full rights to (1) access the System, (2) submit information to this Agency and other participating state regulators, and (3) set-up other company users in the System. Instructions and tutorials on how to access and use the System are also available on the NMLS Resource Center (Quick Guides) at: <http://mortgage.nationwidelicensingsystem.org/slr/resources/Pages/CompanyQuickGuides.aspx>

Forms to Complete and Fees

Once you are able to access the NMLS, you will need to submit the following through the NMLS to the Division by December 31, 2013. Instructions and tutorials on how to complete these forms are available online at the Resource Center listed below.

1. ***Licensed companies*** submit a NMLS Company Application.
2. Companies submit for each ***Control Person*** (such as an executive officer and qualified individual) a NMLS Biographical Statement and Consent Form, as part of their Company filing.
3. Companies submit for each ***Licensed Branch*** a NMLS Branch Application.

You may begin completing these forms prior to November 1, 2013, but will not be able to submit them to the Division until that date.

If you have submitted these forms to another state, then you ***do not need to re-enter your company or branch records*** into the NMLS. You will only need to identify the appropriate license type in Indiana and complete a few state specific fields.

Costs

NMLS will annually charge a processing fee of \$100 per company license and \$20 per licensed branch location renewed through the system. ***There is no processing fee for submitting a new application or transitioning an existing license onto the NMLS.***

There are no other NMLS processing fees. These processing fees pay for the NMLS' operations, including licensee system access 362 days per year, ability to maintain, renew and run reports on your licenses, and NMLS Call Center support.

NMLS Website

Again, the NMLS Resource Center <http://mortgage.nationwidelicencingsystem.org/Pages/default.aspx> provides step-by-step instructions on how to access the system, guides on how to complete the Forms, each state's transition plans and requirements, tutorials, current and future participating states, system alerts, system processing fees and general background information. Training opportunities are also available in the News & Events section. The NMLS call center is available to answer most of your NMLS questions. The call center can be reached at **(855) 665-7123**.

If you have any questions feel free to contact Christy Cantrell at 317-232-6681 or by email at ccantrell@sos.in.gov.

Very Truly Yours,

Alex Glass
Chief Deputy Securities Commissioner