

INFORMATION & INSTRUCTIONS - MORTGAGE SOLICITOR

Access this form via website at: www.hawaii.gov/dcca/areas/pvl

APPLICATION FORM

Type or print legibly in black ink and sign the application. Answer all questions. Any misstatement is grounds for refusal or subsequent revocation of license. Incomplete and/or irregular applications will not be accepted. Applicants are subject to requirements in effect at time of filing.

- Failure to provide all the requested information will delay the processing of your application.

SOCIAL SECURITY NUMBER

Your social security number is used to verify your identity for licensing purposes and for compliance with the below laws. **For a license to be issued you must provide your social security number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your social security number to our agency.

FEDERAL LAWS:

42 U.S.C.A. §666 (a)(13) requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and If you are a license health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the social security number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

Hawaii Revised Statutes ("HRS"):

§576D-13(j), HRS requires the social security number of any applicant for a professional license or occupational license be recorded on the application for license; and

§436B-10(4) HRS which states that an applicant for license shall provide the applicant's social security number if the licensing authority is authorized by federal law to require the disclosure and by the federal cites shown above, we are authorized to require the social security number).

Attach the appropriate fee. Make check payable to: Commerce and Consumer Affairs.

FEES

If applying for licensure in an odd-numbered year, pay \$145
(Appl Fee - \$25, License Fee - \$25, CRF - \$70, 1/2 renewal - \$25)*

If applying for licensure in an even-numbered year, pay \$85**
(Appl Fee - \$25, License Fee - \$25, CRF - \$35)*

* Application fee is not refundable.

** Subject to renewal by December 31, even-numbered years.

NOTE: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fee is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Chapter 91, Hawaii Revised Statutes, and Title 16, Chapter 201, Hawaii Administrative Rules. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

DESIGNATED PRINCIPAL

To be licensed as a Designated Principal mortgage solicitor, you will need to complete another application **IN ADDITION** to this application for Mortgage Solicitor (MB-02). The following are required:

1. Complete Application for – Designated Principal Mortgage Solicitor (MB-13).
2. **Attach** Experience Certificate (MB-03) and **\$25 application fee.**

Contact our office or you may download forms from our website at: www.hawaii.gov/dcca/areas/pvl.

If applying for licensure between January 1, odd-numbered year, to December 31, odd-numbered year, pay \$195
(Appl Fee - \$25, License Fee - \$50, CRF - \$70, 1/2 renewal - \$50)*

If applying for licensure between January 1, even-numbered year, to December 31, even-numbered year, pay \$110**
(Appl Fee - \$25, License Fee - \$50, CRF - \$35)*

(CONTINUED ON BACK)

**PROGRAM'S
ADDRESS**

Mail all required items to:

Mortgage Brokers and Solicitors
DCCA, PVL Licensing Branch
P.O. Box 3469 or
Honolulu, HI 96801

Deliver to office location at:

335 Merchant St., Room 301
Honolulu, HI 96813
Phone: (808) 586-3000

Instructions for "YES" Answers to questions (6) thru (9) of the Application for License (MB-02)

A. The following documentation must be submitted with the license application. Applications for license will not be considered without this material.

- 1) Questions 6 and 7 refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license. If your answer is "yes" to one or more of these questions, you must **submit** the following:
 - i. A statement signed by you explaining the circumstances; and
 - ii. Copies of any documents from the agency, including final orders, petitions, complaints, finding of facts and conclusions of law, and any other relevant documents;
- 2) If your application indicates a criminal conviction, you must **submit** the following:
 - i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
 - ii. A copy of the court, verdict, and terms of sentence; and
 - iii. If applicable, a copy of the terms of probation and/or parole and a notarized statement from your probation or parole officer as to your compliance with the court orders;
- 3) If you have any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you, you must submit the following:
 - i. A statement signed by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason;
 - ii. A resume of employment and business activities; and
 - iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments and other relevant documents.

LAWS

To obtain a copy of the Mortgage Broker and Solicitors law, Chapter 454, Hawaii Revised Statutes, send a written request to the address above. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act should be read in conjunction with Chapter 454.

The law is also posted on our website at: www.hawaii.gov/dcca/areas/pvl. Click on "Mortgage Brokers and Solicitors". Then click on the yellow box, "Statute/Rule Chapter", on the right.

BIENNIAL RENEWAL

A mortgage solicitor license, regardless of issuance date, is renewable biennially on or before December 31 of each even-numbered year. Failure to renew license (payment of fees and completed renewal application form) on or before December 31, even-numbered year shall constitute an automatic forfeiture of license.

**ABANDONED
APPLICATION**

Pursuant to HRS § 436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after the approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR LICENSE - MORTGAGE SOLICITOR

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Legal Name (First, Middle)	(LAST)	FOR OFFICE USE ONLY	Effective Date	License No. MS-
Residence Address (Include Apt. No., City, State, and Zip Code)			MB-	
Mailing Address (ONLY if different from residence)				
Social Security No.	Phone No. (days)			

Circle answers. Attach detailed statement(s) as needed.

- 1) Are you at least 18 years of age? YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States ? YES NO
- 3) Have you ever used any other name(s)? YES NO
If so, what name(s)? _____
- 4) Have you ever held a mortgage broker or solicitor license? YES NO
(Type/Lic No: _____, Status: _____, State: _____)
- 5) Have you ever held any other license(s)? YES NO
(Type/Lic No: _____, Status: _____, State: _____)
- 6) Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action? YES NO
- 7) Have you ever been employed by any business whose license was suspended, revoked or otherwise subject to disciplinary action? YES NO
- 8) In the past 20 years, have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
- 9) Have you ever had or are there any pending lawsuits, judgments, tax liens, or any other liens against you? YES NO
(If response is "yes" to Questions 6, 7, 8, 9, provide details on a separate sheet and attach documentation from the proper authorities.)

APPLICANT CERTIFICATION:

I hereby certify that I shall engage in the business of mortgage solicitor only for the licensed mortgage broker who is designated on this application. I also certify that the statements, answers and representations made on this application are true and correct. I understand that any misrepresentations is grounds for refusal to grant or subsequent revocation of license and is a misdemeanor (Section 710-1017, Sections 436B-19, and 454-4, Hawaii Revised Statutes). I also certify that I have read and shall comply with the provisions of Chapter 454, HRS.

Date Signature of Applicant

EMPLOYER CERTIFICATION:

It is hereby certified that the person named on this application will be employed by the undersigned, who is duly licensed to engage in the business of mortgage brokerage in the State of Hawaii.

I certify that upon termination of the applicant from my employment, I will immediately return the mortgage solicitor's license to the applicant.

_____ Signature of Designated Principal Mortgage Solicitor	_____ Name of Employer
_____ Print Name	_____ Business Address of Employer on record
Date _____ License No. MS-_____	License No. MB-_____ MBB-_____
	Phone No. () _____

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DPMS: Appl 416 \$25
 Lic 415 \$50
 CRF 418 \$35/\$70
 ½ Renewal 413 \$50
 Service Charge BCF \$25

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 Lic 415 \$25
 CRF 418 \$35/70
 ½ Renewal 413 \$25
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