MS Help Document

INDIVIDUAL (MU4) CREDIT REPORT REQUEST

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Policy

All new applicants for a mortgage loan originator license are required to request a credit report through NMLS. The first time an individual requests a credit report through NMLS, they must complete an Identity Verification (IDV) process.

Upon submission of the new application, NMLS processes and delivers results of the credit report to all relevant state agencies. These state agencies individually evaluate the credit report to determine financial responsibility as required under the SAFE Act. Each state agency has agency-specific evaluating criteria.

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Figure 1: Credit Report Request

If necessary, regulators will communicate with licensees by either placing a license item on the record in NMLS or in some other fashion outside NMLS. State regulators are prohibited from disclosing any information from the credit report with any entity other than the individual named on the credit report.

A credit report is not typically required in connection with filing an amended Individual (MU4) Form, unless a request for a new credit report is made by a regulator.

Definitions and Charts

Definition

Identity Verification (IDV) The IDV contains a series of questions pertaining to an individual's credit history and is used to validate the identity of the individual requesting a credit report. The IDV can only be completed by the individual whose credit report is being requested.

Figure 2: Key Word

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How to Request a New Credit Report

- 1. Select the **Request a new credit report** checkbox (see *Figure 3*).
- 2. Click the **Save** button.

Credit Report Request	HELP ?
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Total Select the checkbox below to request a credit report. If a credit report was generated less than 30 days ago, you may use the recent credit report. By requesting a credit report in connection with this filing you agree and instruct us to provide access to the credit restate regulator you: 	Charges: \$0.00 ay choose to aport to each ite regulator to report with Center.
2 Save	
Previous Next	

Figure 3: Credit Report Request

- 3. Click the Attest and Submit link on the left navigation panel.
- 4. Click the Identity Verification (IDV) link (see Figure 4).

Attest and Sub	mit			HELP ?		
Gary Alan Schmidt	Jr. (<u>8349</u>) MU4 filir	ng created 2/18/2015	by SchmidtG.	8		
Please be aware to public. For details	hat certain informatio s on what is considere	n from this filing and rela d public, click here.	ited to your licenses/registra	ntions will be considered		
Clear all outstanding items below before you can proceed. Click on the hyperlink to access the section of the filing that needs to be completed or corrected. After completing all outstanding items, you can attest to and submit your filing.						
Credit Report Request	You must complete an	Identity Verification (IDV)	prior to attesting to this filing.			
			- -			

Figure 4: Attest and Submit

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- 5. Select the **I agree** checkbox.
- 6. Click the **I Agree** button (see *Figure 5*).



Figure 5: Credit Report Request

7. Click the **Proceed to IDV** button (see *Figure 6*).



Figure 6: Credit Report Request - IDV

- 8. Review the basic information on the TransUnion page.
- 9. Click the Verify Me button (see Figure 7).

/an Marsh Decke	er Sr	Frequently
B Unverified	9 VERIFY ME SSN: XXX-XX-5474 DOB: XXX/XX/1988 Mclean, VA 22	102 What is TransUnion? I am unable to log in. Who do I contact?
erification History		My information needs to be upda What should I do?
Event Date	Event Description	Is there an activity statement I ca keep for my records?
01/21/2015 6:18 PM	Identity verified using automated exam process	What information do I need to pro in order to verify my identity?
01/21/2015 6:18 PM	Automated verification exam successful	Why am I being asked to verify r identity?
01/21/2015 6:17 PM	Automated verification exam attempted	How long will the identity verification
05/03/2013 9:40 AM	Verification expired; re-verification required	What happens once I have
03/21/2012 8:20 AM	Automated verification exam successful	successfully verified my identity
03/21/2012 8:20 AM	Identity verified using automated exam process	Fiev Mext
03/21/2012 8:20 AM	Automated verification exam attempted	
03/21/2012 8:20 AM	Identity details communicated to TransUnion	

Figure 7: Identity Verification

10. Click the **Continue** button (see *Figure 8*).

THIS .	Identity Verification				
Q Verify your identity: Please read carefully before you proceed					
You are about to be asked a series of questions to verify your identity. These questions will be generated from your TransUnion credit report and/or past demographic information. You will have 5 minutes to answer all questions presented. To best prepare yourself you may want to have the following information on hand (if applicable):					
 Details of your most recent auto loan (inclu Details of your most recent mortgage (inclu Details of previous demographic informatio numbers, etc. 	ding amounts and origination date) ding amounts and origination date) n including items such as prior addresses (numbers, streets, counties, cities), prior phone				
Before continuing, please ensure that you hav freezes, browse the "Frequently Asked Question	e lifted any security freeze you may have on your credit report. For more information on security ons" section on the right for "How do I remove a Security Freeze?" topic.				
Click "Continue" when you are ready or "Cance CONTINUE Cancel	al" to return to the main page.				

Figure 8: Verify your Identity - Instructions

- 11. Answer the identifying questions and click the **Continue** button.
- 12. Click the Finish and see activity button (see Figure 9).



Figure 9: Verify your Identity - Results

NOTE: The TransUnion verification process is completed in a separate internet tab or window; you must return to the tab or window that contains NMLS.

13. Click the **Return to Filing** button (see Figure 10).

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The Identity Verification (IDV) is a series of questions pertaining to the credit history of an individual and is used to valida identity of an individual requesting a credit report. The IDV must be completed only by the individual whose credit report requested. The IDV is administered by TransUnion, the third-party provider under contract with NMLS to generate credit for use in NMLS. You must lift any security freeze on your TransUnion credit report prior to completing your IDV. Information regis temporarily lifting the security freeze can be found on the NMLS Resource Center. Click Proceed to IDV to complete the IDV. Click Return to Filing if you do not wish to complete the IDV at this time or if returned to this page after completing the IDV.	te the is being reports arding you have
Proceed to IDV Return to Filing 13	

Figure 10: Credit Report Request

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INDIVIDUAL (MU4) CREDIT REPORT REQUEST

How to Use Recent Credit Report

- 1. Select the **Use recent credit report** checkbox (see Figure 11).
- 2. Click the Save button.



Figure 11: Credit Report Request

Additional Resources

- Information Viewable in NMLS Consumer Access
- Individual (MU4) Form Filing
- Extended Instructions Individual (MU4) Filing
- Individual (MU4) Credit Report