

JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF MORTGAGE LENDING
400 W. King Street, Suite 101
Carson City, NV 89703
(775) 684-7060 Fax (775) 684-7061
www.mld.nv.gov

DIANNE CORNWALL
Director

JOSEPH L. WALTUCH
Commissioner

**DESIGNATION OF QUALIFIED EMPLOYEE
(Mortgage Banker)**

(Use This Form For Initial License Submissions
And For Any Subsequent Changes in the QE)

Mail to: Division of Mortgage Lending
400 W. King Street, Suite 101
Carson City, NV 89703

The undersigned hereby makes application to the Commissioner of the Division of Mortgage Lending for designation as the qualified employee for a mortgage banker.

Qualified Employee Information:

Name: _____				
_____	_____	_____	_____	_____
	First	Middle	Last	
Home Address: _____				
_____	_____	_____	_____	_____
	Street	City	State	Zip
Social Security No.: _____		Telephone No.: _____		

Mortgage Banker Information: (Indicate the office location at which the QE will work)

Mortgage Banker Name: _____				
License No.: _____				
Address: _____				
_____	_____	_____	_____	_____
	Street	City	State	Zip
Telephone No.: _____		E-Mail: _____		
(Must be a Local Land Line)		(Mandatory)		
Fax No.: _____				

Required Items – Proposed Qualified Employee - Checklist:

(Forms available on the Division’s website, mld.nv.gov)

- Child Support Statement completed by the proposed QE. (Pursuant to NRS 645E.210, required for all submissions regardless of any support obligations.)
- Personal History Record (including an explanation of “Yes” answers) completed and signed by the proposed QE and notarized.
- Two fingerprint cards completed by the proposed QE. (Cards are available at local law enforcement agencies. Only Form FD-258 will be accepted.)
- Verification of two years’ employment in the last 5 years in mortgage lending. (W-2, 1099 and a letter from a past or current employer of the proposed QE, including duties performed or evidence of licensing in another state).

I, _____, declare under penalty of perjury under the laws of the State of Nevada that I have read the foregoing and it is true to the best of my knowledge and belief. Further, I will conduct business in Nevada from, manage and be present at the licensed office of the Mortgage Banker _____ (company name of Mortgage Banker) at _____ (insert street address, city, state and zip) the majority of time the office is open.

Signature of Proposed Qualified Employee: _____

Print Name of Proposed Qualified Employee: _____

Date: _____

I declare under penalty of perjury that I have read the foregoing and it is true to the best of my knowledge and belief.

Signature of Principal Officer: _____

Print Name of Principal Officer: _____

Date: _____

Original or “wet” signatures required.

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CHILD SUPPORT STATEMENT

You are required to complete this Child Support Statement and return it with your application. **Failure to submit a fully completed and signed Child Support Statement will result in the application for licensing being denied.** NRS 425.520, 645A.025, 645B.023, 645B.420 and 645E.210.

Please check one box:

- I am **not** subject to a court order for the support of a child.
- I **am** subject to a court order for the support of one or more children and **am in compliance** with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- I **am** subject to a court order for the support of one or more children and **am not in compliance** with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant's Name (printed)

Social Security Number

Signature of Applicant

Date

Name and address of the company for which licensing affiliation is requested:

Name of Company

Address of Company: _____
Street Address

City State Zip

1. Residential Addresses For The Last 10 Years (beginning with the most recent). (If additional space is required, use the Explanation Form. All "gaps" in residential address information must be explained.)

From	To	Street	City	State	Zip
	Present				

Note: Attach separate sheet if additional space is needed.

Are you a citizen of the United States? Yes ____ No ____

If no, Registration No.: _____

If naturalized, Certificate No.: _____ Date: _____

If you are not a citizen of the United States, or if you are not naturalized, provide documentation evidencing your eligibility to work in the United States. (Submit copy of resident alien card.)

List of other names known by, such as maiden name, nickname, etc.

2. Employment (If additional space is required, use the Explanation Form. All lapses of time must be explained.) Beginning with your current employment, list your work history, all businesses with which you have been involved and/or periods of unemployment for the **last 10 years**. List all corporations, partnerships or any other business ventures with which you have been associated as an officer, director, stockholder or related capacity.

From	To	Employer Name and Address	Job Title and Duties Performed
	Present		

Note: Attach separate sheet if additional space is needed.

3. Disclosure Items

You are **required** to provide an explanation for ‘yes’ answers to the questions below. Include the date, charge, agency, location, disposition and explanation, as applicable. Please complete the attached Explanation Form if additional space is needed.

**INACCURACIES OR OMISSIONS MAY RESULT IN DENIAL OR DELAY
IN PROCESSING YOUR APPLICATION**

- a. Have you ever been charged, arrested, convicted of, or pled guilty or nolo contendere (“no contest”) to any felony or misdemeanor?

Yes No

If the answer is “Yes,” please explain in detail all charges, arrests and convictions, including the jurisdictions and dispositions. Include any sealed or expunged convictions.

- b. At any time preceding the date of this application, have you ever been charged, arrested, convicted of, or pled guilty or nolo contendere (“no contest”) to any felony or misdemeanor involving fraud, dishonesty, breach of trust, money laundering, false statements or omissions, wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?

Yes No

If the answer is “Yes,” please explain in detail all charges, arrests and convictions, including the jurisdictions and dispositions. Include any sealed or expunged convictions.

- c. Have you ever entered into any settlement agreement, whether civil or criminal, with any federal or state agency?

Yes No

If the answer is “Yes,” give details:

- d. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) had a license or registration denied, suspended or revoked by any agency in this state or any other state, district, territory of the United States or any foreign court in the preceding 10 years?

Yes No

If the answer is “Yes,” give details:

- e. Have you within the past 10 years made a compromise with creditors, filed a personal bankruptcy petition or been the subject of a voluntary or involuntary bankruptcy petition for an organization while you exercised control over it or held an ownership interest (other than an ownership interest in a publicly-traded company) in it?

Yes No

If the answer is “Yes,” give details:

- f. Has a bonding company ever denied, paid out on, or revoked a bond for you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control?

Yes No

If the answer is “Yes,” give details:

- g. Do you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control have any unsatisfied judgments or liens?

Yes No

If the answer is "Yes," give details:

- h. Do you have a relative that is or has been associated with the mortgage lending industry in any state? (Under NRS 645B.0131, "relative" means a spouse or any other person related within the second degree by blood or marriage.)

Yes No

If the answer is "Yes," give details:

- i. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control had a civil or criminal record expunged or sealed by a court order?

Yes No

If the answer is "Yes," give details:

- j. Have you ever had conditions placed upon a privileged or professional license or had a privileged or professional license denied, suspended or revoked by any local, state, federal or other regulatory entity?

Yes No

If the answer is "Yes," give details:

- k. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control been a party to any past or present civil litigation?

Yes No

If the answer is "Yes," give details:

- l. Within the last 12 months, have you been past due on financial obligations which total more than \$3,000.00?

Yes No

If the answer is "Yes," give details:

- m. Are you subject to any pending actions that could result in a 'yes' answer to any of the above questions?

Yes No

If the answer is "Yes," give details:

EXPLANATION FORM (Use this form for explanation and additional space needed to answer questions.)
Copies of this page can be made if more space is needed.

Question Number	Explanation

**BACKGROUND CHECK AUTHORIZATION, RELEASE
AND AGREEMENT TO INDEMNIFY**

By my signature below, I hereby give to the State of Nevada, its directors, officers, employees, agents and representatives (collectively, "the State"), my written consent to obtain credit reports and child support information on me and to conduct criminal history and background checks on me, pursuant to applicable law and/or as the Commissioner of the Division of Mortgage Lending ("the Division"), in his sole discretion, may from time to time deem necessary or appropriate. In connection with the criminal history and background checks on me, I understand that I am required, and agree, to provide to the Division a complete set of fingerprints which the Division will forward to the Department of Public Safety for processing and submission to the Federal Bureau of Investigation for its report.

I have filed with the Division an "application" under Chapter 645A, B or E of the Nevada Revised Statutes ("NRS") to be licensed or request for approval as a mortgage banker, mortgage broker, mortgage agent, escrow agency, escrow agent, qualified employee or key officer/director/majority owner, as applicable. I understand that I am seeking the granting of a privilege and acknowledge that the burden of providing my qualifications for a favorable determination is at all times on me. I accept any risk of adverse public notice, embarrassment, criticism or other action or financial loss which may result from action with respect to this application.

I do, for myself, my spouse, heirs, executors, administrators, successors and assigns, hereby irrevocably and unconditionally release, remise and forever discharge the Commissioner of the Division, the Division, the State, its boards, divisions, departments, directors, officers, employees, agents, representatives, and all persons acting by, through, under or in concert with any of them, from and against any and all claims, causes of action, damages, demands, debts, judgments, liens, rights, suits, controversies, losses, costs and expenses (including, but not limited to, attorney's fees and costs) (collectively, "claims") of any nature whatsoever, whether known or unknown, suspected or unsuspected, fixed or contingent, in law or equity, which I ever had, now have, may have, or claim to have, arising out of, or in connection with, the within application.

I agree to indemnify and hold harmless the Commissioner of the Division, the Division, the State, its boards, divisions, departments, directors, officers, employees, agents, representatives, and all persons acting by, through, under or in concert with any of them, from and against all claims, damages, losses and expenses (including attorney's fees and costs) arising out of or in connection with the within application.

I, the undersigned, state that I am the person named in the within Personal History Record – Proposed Qualified Employee; that I have read and signed said Personal History Record – Proposed Qualified Employee and know the contents thereof; and that the statements made therein are true. By signing below and initialing each page, I represent that I have personally completed this Personal History Record – Proposed Qualified Employee and verified the information contained therein and have read and agree to the above investigations into my credit history and child support information, and criminal history and background checks.

Signature: _____

Name (print or type)

Date

Subscribed and sworn to before me this _____ day of _____, 20__

Notary public in and for the County of _____, State of _____

My commission expires _____

Notary Signature _____

Notary Seal