




**REPORTING GUIDE**

# Annual License Renewal Filings Through the Nationwide Multistate Licensing System (NMLS)




# NMLS Annual Renewal Reporting Guide


Companies with state licenses managed through the Nationwide Multistate Licensing System (NMLS) are required to renew their licenses on an annual basis. NMLS is the system of record for submitting renewal documentation and payments, and a platform for regulators to review, approve or reject submitted renewals.

 Who needs to submit an NMLS Annual Renewal?

All companies with licenses managed through NMLS are required to submit a renewal annually. You may refer to the [Annual Renewal Requirements](#) section on NMLS to verify what licenses require renewal submissions.


 When are Annual Renewals in NMLS due?

The NMLS renewal period is from **November 1 until December 31** of each year (Renewal Period). However, state agencies may impose different submission deadlines. To ensure that you are filing your annual renewals on time, you may refer to the [Renewal Deadlines and Requirements](#) guidance from NMLS. Documentation that needs to be filed with the renewal must be submitted in advance of the state renewal deadline.

 What needs to be submitted with the NMLS Annual Renewal?


Renewal requirements may vary from state to state. Some state agencies may require documentation to be uploaded in NMLS or submitted directly to the agency through mail or email. You can view and access renewal checklists, requirements and fees through the [Annual Renewal Checklist Complier](#) on NMLS.

During the Renewal Period, licensed companies and individuals can also review and complete attestation that NMLS records are current and up to date, pay NMLS processing fees, as well as submit and pay for license renewal fees, where applicable.


 What are the steps to take prior to filing for Annual Renewal on NMLS?

Make sure to do the following to be ready for your renewal submission:

- *Confirm that you are able to access your NMLS account.*
- *Review and confirm that your NMLS record is up to date.*
- *Review renewal deadlines, requirements and fees.*
- *Ensure all applicable reports required to be filed through NMLS are submitted.*
- *Check renewal eligibility and close any active license items.*

 How are Annual Renewals submitted?

Annual renewal requests must be submitted through [NMLS](#) and an entity must have an active record on NMLS to be able to submit.

 What if a licensee fails to file for Annual Renewal?

Failure to submit a renewal by the applicable deadline may result in license revocation, suspension or termination, and may incur additional expenses such as late fees for reinstatement or even application fees for reapplication.

## Renewal Tips

- *Ensure all supporting records are up to date (secretary of state and state tax filings, FinCEN registration, etc).*
- *Ensure all surety bonds are in the appropriate format, amount, and, where applicable, continuation certificates are issued.*
- *Pay attention to nuances of the Renewal Period, for examples, CT maintains an early submission date, whereas AL maintains follow on items in the new calendar year.*
- *Active license items or deficiencies may prevent you from submitting renewals.*
- *For renewals not submitted during Renewal Period, NMLS offers a reinstatement period for licenses in states that allow for reinstatements subject to states' review and approval.*
- *Renewals for FL and NJ are outside of NMLS.*



For more information, you can visit the [Annual Renewal](#) page found in NMLS' Resource Center.