

# Application for Credit Union Loan Officer's License

Nebraska Department of Banking & Finance

[www.ndbf.ne.gov](http://www.ndbf.ne.gov)

1526 K Street, Suite 300

Lincoln, NE 68508

402-471-2171

This application for a Loan Officer License is made pursuant to the provisions of the Nebraska Credit Union Act and will be used by the Department as a basis for investigation of the loan officer applicant.

## PART I: This section to be completed by the Applicant Credit Union

Main Office Name

Street Address

City

County

State

Zip Code

Applicant Credit Union Name and Address to mail license if different than above:

Name

Street Address

City

County

State

Zip Code

Applicant Credit Union Official to Contact Regarding this Individual Application:

Name

Title

Telephone

Does Applicant Credit Union desire telephonic notification upon action by the Department?      Yes      No

Supplemental Information to be completed by President, CEO, or Board Member of Applicant Credit Union:

Yes      No      (Any "No" answer requires an explanation to be attached.)

For individuals newly hired or employed less than 6 months, references were checked.

Personal Financial Statement reviewed and signed by reviewer, who must be the Credit Union signer on page 2 of this application. Use of the Department Personal Financial Statement form is mandatory. [Click here](#) for the form.

A Criminal History Report from each state in which the applicant has resided over the past ten years has been reviewed. [Click here](#) for link to Criminal History Record repositories for each state. When requesting a Criminal History Report from the Nebraska State Patrol, a signed release must be submitted to the Patrol. [Click here](#) for the release. Credit Union has the option of acquiring a Background Check which includes a Criminal History Report from a vendor. To be acceptable to the Department, the vendor must provide documentation or a certification that the Criminal History Record repository was checked for each state the applicant has resided in over the past ten years. This vendor report may be submitted in substitution of a report from the Nebraska State Patrol or any state repository.

Credit report less than one month old has been reviewed, and any negative information has been satisfactorily explained, and balances on credit report closely approximate what is reflected on the Individual Personal Financial Statement. The credit report should be of a type used for hiring decisions, such as the “PERSONA” report offered by Equifax, a “PEER” (Pre-Employment Evaluation Report) offered by TransUnion, or an “INSIGHT” report offered by Experian, and not the type of credit report used in evaluating an application for credit. This credit report should not be submitted to the Department.

The United States Citizenship Attestation Form has been completed by the applicant. [Click here](#) for the form.

## **AUTHORITY**

I, President, CEO, or Board Member of the Applicant Credit Union for which this Individual Application pertains, do hereby request the issuance of a loan officer license to the Individual Applicant named herein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
*Signature of President, CEO, or Board Member*

\_\_\_\_\_  
*Typewritten Name of President, CEO, or Board Member*

\_\_\_\_\_  
*Title*

**PART II: This section to be completed by the Individual for whom the Application is made.**

Attach additional sheets as necessary to fully answer any question.

**Biographical Report:**

Individual Name \_\_\_\_\_

Street (Home Address) \_\_\_\_\_ City \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Preferred Telephone Contact Number \_\_\_\_\_ FAX Number \_\_\_\_\_

Credit Union Location Where Applicant Will Work:

Street Address \_\_\_\_\_ City \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Employment Record:**

1. List employment in reverse chronological order for the last ten years. List current employment first.

Date From	Date To	Name/Location (City and State) Nature of Business	Position Held/ Nature of Duties	Reason for Leaving

2. Have you ever been dismissed or asked to resign from any past employment, including a less than honorable discharge from military service?                      Yes                      No

If "yes," complete the following:

Employer's Name, Address, Telephone	Position	Date of Discharge	Explanation <small>*Attach additional page if needed for full explanation*</small>

**General Information:**

1. Have you or any business interest of yours undergone bankruptcy?      Yes      No  
If “yes,” give full details including place and date.
  
2. Have you ever been subject to a garnishment?      Yes      No  
If “yes,” give full details including place and date.
  
3. Have you ever been convicted for the violation of any law that has not been pardoned or set aside other than a minor traffic infraction?      Yes      No  
If “yes,” give full details including date, county and state.
  
4. Have you ever been turned down or canceled on a personal, fidelity, or surety bond?      Yes      No  
If “yes,” give name of bonding company and date of rejection or cancellation.

5. List each diploma/degree you have earned from high schools, colleges, universities, or other schools.

School’s Name/Location	From	To	Degree

6. List each professional license or similar certificate you now hold or have held (for example, Attorney, Physician, CPA, Real Estate, Insurance, FINRA, or SEC registration).

License	Issuing Authority	Date Issued	Expiration

7. Have you ever been denied any such license, or has such license ever been suspended or revoked?  
           Yes            No            If “yes,” give full details.

8. Are you, or have you ever been, the subject of an investigation regarding any such license?

Yes                      No                      If "yes," give full details.

9. Are you, or have you ever been, subject to a federal or state administrative investigation or order?

Yes                      No                      If "yes," give full details.

10. List any businesses (corporations, partnerships, limited liability entities, joint ventures, trusts) with which you are associated.

Business Name/Location	Nature of Business	Position/Relationship	Percent Ownership

11. Do you have any contingent liabilities, either personally or through the above business interests, to any source including the Applicant Credit Union?                      Yes                      No

If "yes," complete the following:

Financial Institution	Amount of Borrowing	Borrowing Entity

## ALL APPLICANT CREDIT UNIONS

Please attach the following to the completed application:

1. A resume for the Individual Applicant, current as of the date of the application.
2. An originally signed Personal Financial Statement for the Individual Applicant on the Department form, current as of the date of the application. The Personal Financial Statement must be reviewed and signed by the Credit Union signor on page 2 of this application. Use of the Department Personal Financial Statement is mandatory. [Click here](#) for the form.
3. A copy of all Criminal History Reports for the Individual Applicant acquired through the appropriate state Criminal History Record repositories. A Criminal History Report must be acquired from each state in which the applicant has resided over the past ten years. [Click here](#) for a link to the Criminal History Record repositories for each state. When requesting a Criminal History Report from the Nebraska State Patrol, a signed release must be submitted to the Patrol. [Click here](#) for the release. Credit Unions have the option of acquiring a Background Check which includes a Criminal History Report from a vendor. To be acceptable to the Department, the vendor must provide documentation or a certification that the Criminal History Record repository was checked for each state the applicant has resided in over the past ten years. This vendor report may be submitted in substitution of a report from the Nebraska State Patrol or any state repository.
4. A completed Credit Union Authorization for a Loan Officer License.
5. A completed United States Citizenship Attestation Form. [Click here](#) for the form.
6. A check in the amount of \$25.00—made payable to the Nebraska Department of Banking & Finance.

### INDIVIDUAL CERTIFICATION

I certify that the information contained in this application is true, correct, and complete, and is current as of the date of this submission. I acknowledge that any misrepresentation or omission of a material fact constitutes fraud in the inducement and may subject me to legal or administrative sanctions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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*Signature of Individual Applicant*

## Credit Union Authorization for a Loan Officer License

**To the Credit Committee, Chief Executive Officer:**

**Please complete and return with the appropriate *Application for Credit Union Loan Officer License*.**

1. How long has the proposed Loan Officer been employed by applicant Credit Union and in what capacity?

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2. Why do you feel this person is worthy of being a licensed Loan Officer for your Credit Union? Include financial experience, if any.

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3. What is the proposed dollar limit per loan for the proposed Loan Officer? \_\_\_\_\_

4. What other restrictions are anticipated for the proposed Loan Officer? (For example: Up to \$X on new car loans, or up to \$X on share guaranteed loans, or excluding renewals, etc.)

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5. Please type the name of all Credit Committee members, or the Chief Executive Officer, immediately under their signatures.

We/I, the Credit Committee / Chief Executive Officer of the \_\_\_\_\_

\_\_\_\_\_ Credit Union do hereby attest that all of the information submitted in this application is correct to the best of our knowledge, and that we are/I am the entire Credit Committee / Chief Executive Officer duly elected by our fellow members to serve during the time at which this application is being made.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Typewritten Name

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SPACE BELOW FOR USE BY THE DEPARTMENT OF BANKING AND FINANCE