



# CT Mortgage Broker License Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, Connecticut Department of Banking requires advance notification for some changes. See the checklist below for details.

### Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that does not require ACN, select the applicable document type in the NMLS *Document Uploads* section.

**Note:** Use the filing naming convention found on the [Document Upload Descriptions and Examples](#).

### Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact Consumer Credit licensing staff by phone at (860)240-8225 or send your questions via email to [dob.ccl@ct.gov](mailto:dob.ccl@ct.gov) for additional assistance.

### For U.S. Postal Service & Overnight Delivery:

Connecticut Department of Banking  
Consumer Credit  
260 Constitution Plaza  
Hartford, CT 06103-1800

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

## AMENDMENTS

- [Change of Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Change of Branch Manager](#)

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

Complete	CT Mortgage Broker License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. <b>30 days'</b> notice must be provided for this change.	NMLS
Complete	CT Mortgage Broker License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an ACN for an addition or modification of an Other Trade Name through the branch form (MU3) in NMLS. <b>30 days'</b> notice must be provided for this change.	NMLS
Complete	CT Mortgage Broker License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Branch Manager:</b> Submit an amendment for an addition or change in Branch Manager within the Company Form (MU3) in NMLS. Must be filed in NMLS no later than <b>15 days</b> after the licensee had reason to know of the change. The Branch Manager is required to meet <u>minimum criminal and credit background check requirements</u> . This individual will be required to authorize a criminal background check and credit report through the NMLS.	NMLS
<b>Note:</b> The commissioner may automatically suspend a license upon failure of the licensee to designate a branch manager who meets all requirements within thirty days of a vacancy in the position.		
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager (on-site manager) is required to: <ul style="list-style-type: none"> <li>• Be licensed as a mortgage loan originator with Connecticut</li> <li>• Have at least three years of experience in the mortgage business, within the five years immediately preceding the application</li> <li>• Be capable of providing full-time supervision of the branch</li> </ul> A work experience form or resume must be uploaded to NMLS recognizing dates of employment (month/year), employer, job title, and work functions for each position held by the individual for a period of at least five years immediately preceding the date of application. <a href="#">Click to download experience form.</a>	<b>Upload in NMLS:</b> under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).