



CT Student Loan Servicer Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, the 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 doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

Note: Use the recommended 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

WHO TO CONTACT – Contact Consumer Credit Staff at (860)240-8225 or send your questions via e-mail to dob.ccl@ct.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

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

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, Modification, or Deletion of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

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 NMLS.

| | | |
|------------------------------------|---|-------------------------|
| NMLS ID Number (Company) | | |
| NMLS ID Number (Branch) | | |
| Licensee Legal Name | | |
| Complete | CT Student Loan Servicer Branch License Change of Branch Address Amendment Items | Submitted via... |
| <input type="checkbox"/> | Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 days' notice must be provided for this change. | NMLS |
| Note | Change of Branch Address Fee: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
| Complete | CT Student Loan Servicer Branch License Addition, Modification, or Deletion of Other Trade Name Amendment | Submitted via... |
| <input type="checkbox"/> | Addition, Modification, or Deletion of Other Trade Name: Submit an ACN for the addition, modification, or deletion of an Other Trade Name through the branch form (MU3) in NMLS. 30 days' notice must be provided for this change. Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1). | NMLS |
| Note | Addition of Other Trade Name Fee: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
| Complete | CT Student Loan Servicer Branch License Change of Branch Manager Amendment Items | Submitted via... |
| <input type="checkbox"/> | Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. A Branch Manager is an individual who is responsible for the actions of the licensee. This change must be filed in NMLS no later than 15 days 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> . The individual will be required to authorize a criminal background check and credit report through NMLS. | NMLS |
| <input type="checkbox"/> | Credit Report: MU2 individuals are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. | N/A |

| | | |
|--------------------------|--|-------------|
| <input type="checkbox"/> | Credit Report for MU2 Individual: \$15 per person. | NMLS |
| <input type="checkbox"/> | <p>FBI Criminal Background Check for MU2 Individual: When added to the Company Form (MU1), MU2 individuals are required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p> | NMLS |
| <input type="checkbox"/> | FBI Criminal Background Check for MU2 Individual: \$36.25 per person. | NMLS |
| <input type="checkbox"/> | Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager's Individual Form (MU2) in NMLS. Must be filed on the NMLS no later than 15 days after the licensee had reason to know of the change. | NMLS |