



Alaska Mortgage Broker/Lender Branch Registration Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Alaska Division of Banking & Securities 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

Contact *Alaska Division of Banking & Securities* licensing staff by phone at [\(907\) 465-6339](tel:9074656339) or send your questions via email to mortgagelending@alaska.gov for additional assistance.

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](#)
 - Change of Branch Address: \$50 per license
- [Addition or Modification 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 the NMLS.

Complete	Alaska Mortgage Broker/Lender Branch Registration 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
<input type="checkbox"/>	Change of Branch Address: \$50 per license AS 06.60.115; 3 AAC 14.920(a)(b) Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Leasing Agreement: Submit an updated lease agreement with the new location information if a new lease is entered into.	Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).

Complete	Alaska Mortgage Broker/Lender Branch Registration Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<p>Note: Alaska Mortgage Broker/Lender Licensees are prohibited from using more than one trade name, fictitious name, or DBA for each license obtained. Therefore, please be advised that applicants may only list <u>one name</u> in the <i>Other Trade Names</i> section on the Company Form (MU1) for each license obtained for Alaska.</p>		
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days' notice must be provided for this change.</p> <p>Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p> <p>Note: Alaska requires a separate license for each Other Trade Name added. When adding an Other Trade Name, licensee must apply for a separate Alaska Mortgage Broker/Lender License-Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1). Please review the Alaska Mortgage Broker/Lender License Application Checklist for instructions on how to add an Other Trade Name and additional details.</p>	NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>Note: If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1). Alaska requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, licensee must request to surrender the appropriate Alaska Mortgage Broker/Lender License-Other Trade Name # license. This surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</p>	NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>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.</p>	NMLS
<input type="checkbox"/>	<p>Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	<p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	NMLS