CA-DBO Mortgage Loan Originator License Amendment Checklist (Individual)

CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, review the checklist below.

Helpful Resources
- Individual (MU4) Amendments Quick Guide
- Individual Disclosure Explanations Quick Guide
- Disclosure Explanations - Document Upload Quick Guide
- Change of Employer Quick Guide

Agency Contact Information
Contact Department of Business Oversight licensing staff by phone at (213) 576-7565 or send your questions via email to MLO.Licensing@dbo.ca.gov for additional assistance.

For U.S. Postal Service or Overnight Delivery:
Department of Business Oversight
NMLS Licensing Unit
320 West 4th Street, Suite 750
Los Angeles, CA 90013

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.
NOTE: A COPY OF THIS CHECKLIST IS NO LONGER REQUIRED TO BE SUBMITTED TO CA-DBO.

AMENDMENTS

- **Change of Employment**
  - NMLS Sponsorship Change Processing Fee: $30
    - This fee will be waived for the initial sponsorship request for a license.

- **Change of Residential Address**

- **Change of Legal Name**

- **Change of Disclosure Question(s)**

**Note:** There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

**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.
<table>
<thead>
<tr>
<th>Complete</th>
<th>CA-DBO Mortgage Loan Originator License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change of Employment Amendment Items</td>
<td></td>
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</tbody>
</table>
|          | **End Company Relationship:** End the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the [Removing Access & Ending Relationships Quick Guide](#).  
**Note:** Once the current “Sponsorship” is removed, your license status will be updated to Approved-Inactive. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by CA-DBO. | NMLS |
|          | **Employment History:** Update the Employment History section of the Individual Form (MU4). | NMLS |
|          | **Confirm Email Address:** Confirm that the email address listed in the following locations is current in NMLS:  
  - Home Tab>My Account>Update User Profile  
  - Filing Tab>Individual>Identifying Information section | NMLS |
|          | **Grant Company Access:** Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship. For instructions on completing this action, see the [Providing Access to a Company Quick Guide](#).  
**Note:** After access is granted, your new employer is required to submit a “Sponsorship” request to this agency.  
**Note:** Once the new “Sponsorship” request is accepted, your license status will be updated to Active and you will be authorized to conduct business. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by CA-DBO. | NMLS |
|          | **Change of Sponsorship:** $0 per license  
  **This fee will be paid by your employing company.**  
  **NMLS Sponsorship Change Processing Fee:** $30  
  This fee will be waived for the initial sponsorship request for a license.  
  Fees collected through NMLS are NOT REFUNDABLE. | N/A |

_Note:_

*Updated: 5/27/2020*
**NOTE:** A COPY OF THIS CHECKLIST IS NO LONGER REQUIRED TO BE SUBMITTED TO CA-DBO.

<table>
<thead>
<tr>
<th>Complete</th>
<th>CA-DBO Mortgage Loan Originator License</th>
<th>Change of Residential Address Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Update Residential History Section: If changing residence, you must update the Residential History section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4).</td>
<td>NMLS</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Complete</th>
<th>CA-DBO Mortgage Loan Originator License</th>
<th>Change of Legal Name Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Update Identifying Information Section: If changing your legal name, you must update the Identifying Information section of the Individual Form (MU4).</td>
<td>NMLS</td>
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<td></td>
<td>Legal Documents: Provide a copy of one of the following legal documents which support the name change.</td>
<td>Upload in NMLS: under the Document Type Legal Name/Status Documentation in the Document Uploads section of the Individual Form (MU4).</td>
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<tr>
<td></td>
<td></td>
<td>• Marriage Certificate</td>
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<tr>
<td></td>
<td></td>
<td>• Divorce Decree</td>
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<td></td>
<td></td>
<td>• Court Order (Name Change Decree)</td>
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<table>
<thead>
<tr>
<th>Complete</th>
<th>CA-DBO Mortgage Loan Originator License</th>
<th>Change in Disclosure Question(s) Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.</td>
<td>NMLS</td>
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<tr>
<td></td>
<td></td>
<td>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You must also upload a document (PDF) related to the explanation.</td>
<td>NMLS See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
</tr>
</tbody>
</table>