CT Mortgage Broker License Amendment Checklist (Company)

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 recommended filing naming convention found on the Document Upload Descriptions and Examples.

Helpful Resources
- Amendments & Advance Change Notice
- 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 for additional assistance.

For U.S. Postal Service & Overnight Delivery:
Connecticut Department of Banking
Consumer Credit Division
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 Legal Name**
- **Change of Main Address**
- **Addition, Modification, or Deletion of Other Trade Name**
- **Change of Legal Status**
- **Addition or Modification of Direct Owners/Executive Officers**
- **Addition or Modification of Indirect Owners**
- **Addition or Modification of Qualifying Individuals**
- **Change of 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 filing through NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>CT Mortgage Broker License Change of Legal Name Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>Change of Legal Name:</strong> Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. <strong>30 days’</strong> notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Connecticut does not charge fees for amendments.</strong> Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>N/A</td>
</tr>
<tr>
<td>□</td>
<td><strong>Surety Bond Rider:</strong> Upload and mail an original broker surety bond rider (or new bond) that reflects the entity’s new legal name. The effective date of the rider should reflect the actual date of the name change. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. If a new surety bond is needed, use the Surety Bond Form found here: <a href="#">Bond Form</a></td>
<td><strong>Upload in NMLS:</strong> under the Document Type <a href="#">Surety Bond</a> in the <a href="#">Document Uploads</a> section of the Company Form (MU1). <strong>AND</strong> Mail to CT Department of Banking</td>
</tr>
<tr>
<td>□</td>
<td><strong>Formation Documents:</strong> Formation Documents must be submitted related to this change type. Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes. <strong>General Partnership:</strong> - Partnership Agreement (including all amendments) <strong>Limited Liability Company:</strong> - Articles of Organization (including all amendments) <strong>Corporation:</strong> - Articles of Incorporation (including all amendments)</td>
<td><strong>Upload in NMLS:</strong> under the Document Type <a href="#">Formation Document</a> in the <a href="#">Document Uploads</a> section of the Company Form (MU1).</td>
</tr>
<tr>
<td>□</td>
<td><strong>Secretary of the State:</strong> Amend your entity’s record with the CT Secretary of the State (if applicable).</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Complete | CT Mortgage Broker License  
Change of Main Address Amendment Items | Submitted via... |
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</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>Change of Main Address:</strong> Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. <strong>30 days’</strong> notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| □        | **Note**  
Connecticut does not charge fees for amendments.  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A             |
| □        | **Surety Bond Rider:** Upload and mail an original broker surety bond rider (or new bond) that reflects the entity’s new main address. The effective date of the rider should reflect the actual date of the move.  
If a new surety bond is needed, use the Surety Bond Form found here:  
[ Bond Form ](#) | Upload in NMLS: under the Document Type Surety Bond in the Document Uploads section of the Company Form (MU1).  
Mail to:  
Connecticut Department of Banking |
<table>
<thead>
<tr>
<th>Complete</th>
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<tr>
<td>□</td>
<td><strong>Addition, Modification, or Deletion of Other Trade Name:</strong> Submit an ACN for an addition of or change to an Other Trade Name(s) through the Company Form (MU1) in NMLS. <strong>30 days'</strong> notice must be given for this change.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Connecticut does not charge fees for amendments.</strong> Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>N/A</td>
</tr>
<tr>
<td>□</td>
<td><strong>Surety Bond Rider:</strong> Upload and mail an original surety bond rider (or new bond) that reflects the change to the entity’s name. The effective date of the rider should reflect the actual date of the name change. If a new surety bond is needed, use the Surety Bond Form found here: <strong>Bond Form</strong></td>
<td>Upload in NMLS: under the Document Type Surety Bond in the Document Uploads section of the Company Form (MU1). <strong>AND</strong> Mail to: CT Department of Banking</td>
</tr>
</tbody>
</table>
Complete | CT Mortgage Broker License  
Change of Legal Status Amendment Items | Submitted via...
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**Note:** In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

| Change of Legal Status: Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS. Must Be filed on the NMLS no later than **15 days** after the licensee had reason to know of the change. | NMLS |
| Secretary of the State: Update the company’s record with the Connecticut Secretary of the State. | N/A |
| Surety Bond: Upload and mail a rider to the surety bond (or new bond) reflecting the change.  
If a new surety bond is needed, use the Surety Bond Form found below. This bond shall cover the main office, any branches, and all mortgage loan originators sponsored by the applicant and must be provided with original signatures.  
**Bond Form** | Upload in NMLS:  
Upload this document in NMLS under the Document Type “Surety Bond” in the **Document Uploads** section of the Company (MU1) Form.  
**Note:** This original item must also be mailed to the agency. |

Complete | CT Mortgage Broker License  
Addition or Modification of Affiliates/Subsidiaries Amendment Items | Submitted via...
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| Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS. Must be filed on the NMLS no later than **15 days** after the licensee had reason to know of the change. | NMLS |
**Note:** License shall not be transferable or assignable. Changes to control persons defined here shall be subject to **30 days’** advance notice and no such change shall occur without the Commissioner’s approval.

**Control Person** means, “an individual that directly or indirectly exercises control over another person. Any person that (A) is a director, general partner or executive officer; (B) in the case of a corporation, directly or indirectly has the right to vote ten per cent or more of a class of any voting security or has the power to sell or direct the sale of ten per cent or more of any class of voting securities; (C) in the case of a limited liability company, is a managing member; or (D) in the case of a partnership, has the right to receive upon dissolution, or has contributed, ten per cent or more of the capital, is presumed to be a control person. For purposes of this subdivision, "control" means the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract or otherwise.”

### Addition or Modification of Direct Owners/Executive Officers

Submit an ACN for any addition or change in Direct Owners/Executive Officers or Control Person as a result of an acquisition or a change of control of the license within the Company Form (MU1) in NMLS. **30 days’** notice must be provided for this change.

**AND/OR**

Submit an amendment for an addition or change in Direct Owners/Executive Officers or Control Persons that is not the result of an acquisition or change of control of the license within the Company Form (MU1) in the NMLS. Must be filed on the NMLS no later than **15 days** after the licensee had reason to know of the change.

### Credit Report

Direct Owners/Executive Officers 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. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).

### Credit Report for Control Persons

$15 per person.

### MU2 Individual FBI Criminal Background Check Requirements

The following Individuals, as specified below, on the Company Form (MU1) are required to authorize an FBI criminal background check (CBC) through NMLS.

**Direct Owners/Executive Officers**

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.

See the [Criminal Background Check section](#) of the NMLS Resource Center for
| | FBI Criminal Background Check for MU2 Individual: $36.25 per person. | NMLS (Filing submission) |

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.
<table>
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<tr>
<th><strong>Complete</strong></th>
<th><strong>CT Mortgage Broker License</strong></th>
<th><strong>Addition or Modification of Indirect Owners Amendment Items</strong></th>
<th><strong>Submitted via...</strong></th>
</tr>
</thead>
</table>

**Note:** License shall not be transferable or assignable. Changes to control persons defined here shall be subject to 30 days’ advance notice and no such change shall occur without the Commissioner’s approval.

**Control Person** means, “an individual that directly or indirectly exercises control over another person. Any person that (A) is a director, general partner or executive officer; (B) in the case of a corporation, directly or indirectly has the right to vote ten per cent or more of a class of any voting security or has the power to sell or direct the sale of ten per cent or more of any class of voting securities; (C) in the case of a limited liability company, is a managing member; or (D) in the case of a partnership, has the right to receive upon dissolution, or has contributed, ten per cent or more of the capital, is presumed to be a control person. For purposes of this subdivision, "control" means the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract or otherwise.”

<table>
<thead>
<tr>
<th><strong>Addition or Modification of Indirect Owners:</strong></th>
<th><strong>Submit an ACN for an addition or change in a control person as a result of an acquisition or a change of control of the licensee within the Company Form (MU1) in NMLS. 30 days’ notice must be provided for this change.</strong></th>
<th><strong>NMLS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND/OR</strong></td>
<td><strong>Submit an amendment for an addition or change in Indirect Owners that is not the result of an acquisition or change of control of the license within the Company Form (MU1) in the NMLS. Must be filed on the NMLS no later than 15 days after the licensee had reason to know of the change.</strong></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>

**Note**

**Credit Report:** Credit Reports and authorizations for credit report through NMLS are not required.

**MU2 Individual FBI Criminal Background Check Not Required Through NMLS:** Indirect Owners are NOT required to authorize a FBI criminal background check (CBC) through NMLS.
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<td><strong>Addition or Modification of Qualifying Individual:</strong> Submit an amendment for an addition or change in the Qualifying Individual within the Company Form (MU1) in NMLS. Must be filed on the NMLS no later than <strong>15 days</strong> after the licensee had reason to know of the change.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Connecticut does not charge fees for amendments.</strong> Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>N/A</td>
</tr>
<tr>
<td>Note</td>
<td>The commissioner may automatically suspend a license upon failure of the licensee to designate a qualifying individual who meets all requirements within thirty days of a vacancy in the position.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| □ | **Qualifying Individual:** A Qualifying Individual (on-site manager) is required to:  
- Be licensed as a mortgage loan originator with Connecticut  
- Hold physical employment at the main office location  
- Have at least three years of experience in the mortgage business, within the five years immediately preceding the application  
A work experience form or resume must be submitted to the department recognizing (at minimum) 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. [Click to download experience form.](#)  
This document should be named *Work Experience Form – [QI Name]*.  
**Note:** The Qualifying Individual is required to meet **minimum criminal and credit background check requirements.** The individual will be required to authorized a criminal background check and credit report through NMLS. | Upload in NMLS: under the Document Type Verification of Experience in the Document Uploads section of the Individual Form (MU2) |
| Complete | CT Mortgage Broker License  
Change of Disclosure Question(s) Amendment Items | Submitted via... |
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<td></td>
<td><strong>Change of Disclosure Question(s):</strong> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS. Must be filed on the NMLS no later than <strong>15 days</strong> after the licensee had reason to know of the change.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
|         | **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 company or each control person.  
See the [Company Disclosure Explanations Quick Guide](#) for instructions. | Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2). |
|         | **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” for company or each control person. You may also upload a document (PDF) related to the explanation.  
See the [Company Disclosure Explanations Quick Guide](#) for instructions. | NMLS            |