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 Licensing Specialist, Kim Kreiensieck at 505-476-4559 or via e-mail Kim.Kreiensieck@state.nm.us
Contact Industry Manager Juan Trevizo at 505-476-4519 or via e-mail Juan.Trevizo@state.nm.us

For U.S. Postal Service:  
Financial Institutions Division  
Money Services Business Unit  
PO Box 25101  
Santa Fe, New Mexico 87504

For Overnight Delivery:  
Financial Institutions Division  
3rd Floor, Toney Anaya Building  
2550 Cerrillos Road  
Santa Fe, New Mexico 87504

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 Address**
  - Change of Address: $15
- **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. 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 | NM Collection Agency Manager  
Change of Employment Amendment Items | Submitted via... |
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<td><strong>End Company Relationship:</strong> 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 &amp; Ending Relationships Quick Guide.</td>
<td>NMLS</td>
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<td><strong>Employment History:</strong> Update the Employment History section of the Individual Form (MU4).</td>
<td>NMLS</td>
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|          | **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. For instructions on completing this action, see the Providing Access to a Company Quick Guide. | NMLS            |

| Complete | NM Collection Agency Manager  
Change of Residential Address Amendment Items | Submitted via... |
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<td><strong>Update Residential History Section:</strong> 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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<td><strong>Address change:</strong> $15</td>
<td>NMLS (Agency Fee Invoice)</td>
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| Complete | NM Collection Agency Manager  
Change of Legal Name Amendment Items | Submitted via... |
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<td><strong>Update Identifying Information Section:</strong> 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>Complete</td>
<td>NM Collection Agency Manager</td>
<td>Change in Disclosure Question(s) Amendment Items</td>
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<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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<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 may select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You may also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
<td>NMLS</td>
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