



## Company Amendments Agency Requirements



### DC MONEY TRANSMITTER LICENSE

#### Instructions

**When making changes to your record in NMLS the District of Columbia (District) Department of Insurance, Securities and Banking (DISB) requires advance notification for some changes, see checklist below for details and submit supporting documentation as instructed in the checklist below.**

#### Fees

1. DISB does not collect amendment fees through the NMLS form filing for this license type.
2. DISB collects amendment fees for the following changes through a separate invoice in NMLS after review of filing:
  - Change of Control – \$350
3. All fees collected through NMLS ARE NOT REFUNDABLE.

#### Agency Specific Documents

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS. For help with document uploads, see the [Document Upload Quick Guide](#).

*Review the checklist below when making a change to your record in NMLS.*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR CHANGE OF LEGAL NAME:</b> <ul style="list-style-type: none"><li>• Upload a certified copy of the amended Articles of Incorporation (if a Corporation); the Articles of Organization (if a Limited Liability Company); or the Partnership Agreement (if a Partnership of any form.</li><li>• Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more information about the Electronic Surety Bond process.  <b>Note:</b> Surety bonds submitted via the Document Uploads section will not satisfy this requirement.</li><li>• Upload a copy of the Certificate of Good Standing issued by the District's Department of Consumer and Regulatory Affairs.</li><li>• Ensure FinCen registration with the Department of the Treasury has been updated to reflect the new legal name</li><li>• Upload new samples of each type of payment/transmittal instrument the applicant will use to conduct money transmission transactions, if applicable</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR CHANGE OF MAIN ADDRESS:</b> <ul style="list-style-type: none"><li>• Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more information about the Electronic Surety Bond process.  <b>Note:</b> Surety bonds submitted via the Document Uploads section will not satisfy this requirement.</li><li>• Ensure main address has been updated with the District's Department of Consumer and Regulatory Affairs.</li><li>• Ensure FinCen registration with the Department of the Treasury has been updated to reflect the new main address</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S):</b> <ul style="list-style-type: none"><li>• Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more</li></ul>

		<p>information about the Electronic Surety Bond process.</p> <p><b>Note:</b> Surety bonds submitted via the Document Uploads section will not satisfy this requirement.</p> <ul style="list-style-type: none"> <li>• Upload a Trade Name Registration form issued by the District's Department of Consumer and Regulatory Affairs.</li> <li>• Ensure FinCen registration with the Department of the Treasury has been updated to reflect the new trade name(s)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DOCUMENTS REQUIRED FOR CHANGE OF LEGAL STATUS:</b></p> <ul style="list-style-type: none"> <li>• Upload a certified copy of the amended Articles of Incorporation (if a Corporation); the Articles of Organization (if a Limited Liability Company); or the Partnership Agreement (if a Partnership of any form).</li> <li>• Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more information about the Electronic Surety Bond process.</li> </ul> <p><b>Note:</b> Surety bonds submitted via the Document Uploads section will not satisfy this requirement.</p> <ul style="list-style-type: none"> <li>• Upload a copy of the Certificate of Good Standing issued by the District's Department of Consumer and Regulatory Affairs.</li> <li>• Ensure FinCen registration with the Department of the Treasury has been updated to reflect the new trade name(s)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ACQUISITION OR CHANGE IN CONTROL.</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers or Indirect Owners within the Company (MU1) Form through NMLS. <b>Thirty (30) days notice</b> must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DOCUMENTS REQUIRED FOR ACQUISITION OR CHANGE IN CONTROL.</b></p> <p>Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.</li> <li>• Financial statements for the acquiring entity in accordance with Generally Accepted Accounting Principles (GAAP). Financial statements should include, but not be limited to, a balance sheet, income statement, statement of cash flows and all relevant notes thereto, for the current year to date through the most recent quarter ending date and for the preceding fiscal year.</li> </ul>

		<ul style="list-style-type: none"> <li>• A brief description of the acquisition transaction. Include pre and post organization charts detailing ownership and operating management structure.</li> <li>• Information on any proposed changes to the licensee's marketing strategy, products and service offerings for District consumers.</li> <li>• On company letterhead, provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the company and any Control Person on forms MU1 and MU2. Upload any applicable orders or documents.</li> </ul>
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**WHO TO CONTACT** – Contact DISB licensing staff by phone at (202) 727-8000 or send your questions via e-mail to [bankingbureau@dc.gov](mailto:bankingbureau@dc.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.