



## Amendments Jurisdiction-Specific Requirements



### DISTRICT OF COLUMBIA MORTGAGE LENDER LICENSE

This document includes instructions for a mortgage lender license amendment request with the District of Columbia (District) Department of Insurance, Securities, and Banking (DISB). Licensees are responsible for notifying DISB of any material changes to the licensed entity that would be necessary for DISB to provide effective oversight and supervision of the licensee. Such information would include, but not be limited to, changes to licensee's legal name or trade name, address, contact information, ownership, business structure, registered agent, office closures, amendments to or termination of surety bonds and any other material information.

Note: Any Change of Address, Change of Name, Change in Control Person, or Change in Control must also be reported on the applicable Form MU1 and Form MU2.

The filing of an Amendment through the NMLS does not authorize the licensee to conduct business with the changes requested. The transaction must be approved by DISB before conducting business with the changes requested.

Amendments must be reported to DISB on a timely basis to ensure that the licensed entity is operating in compliance with all applicable District of Columbia (District) laws and regulations. Penalties may be assessed for noncompliance.

**CHANGE OF LEGAL NAME OR TRADE NAME:** For information on how to amend your company's legal name or trade name on record in the District, you may contact the District's Department of Consumer and Regulatory Affairs (DCRA) at (202) 442-4432, or visit their website at [www.dkra.dc.gov](http://www.dkra.dc.gov). **Note that DISB will verify any changes to a company's name with DCRA.**

- FEES:
- Change of Address: **\$100.00** per license or branch
  - Change of Name: **\$100.00** per license  
**\$100.00** per branch
  - Change of Control: **\$500.00**
  - Change of Control Person: **No Fee**

All fees are collected through NMLS and **ARE NOT REFUNDABLE**.

Amendment requests should **not** be electronically submitted to DISB until ALL information is complete and **ALL** required materials are available to be submitted.

How to submit Agency specific documents.

1. If you are required to upload document(s) in NMLS for an Advance Change Notice:
  - a. In the NMLS document upload section select Advance Change Notice for document type.
  - b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific Advance Change Notice event, you must mail the documents directly to DISB at the following address:

Department of Insurance, Securities and Banking  
 Banking Bureau  
 1050 First Street, NE, Suite #801  
 Washington, D.C. 20002

2. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
  - a. In the NMLS document upload section, select the applicable document type.

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

Licensee Legal Name: \_\_\_\_\_

FILED IN NMLS	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF LEGAL NAME.</b></p> <ol style="list-style-type: none"> <li>1. 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>2. Upload an <b>original</b> bond or rider to the existing bond reflecting the licensee's new legal name. The name of the principal insured on the bond must match exactly the new Full Legal Name of the licensee and must include its trade name, if applicable. If a new bond is issued, there should be no lapse in coverage.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>REQUEST TO ADD AND/OR DELETE A TRADE NAME OR D/B/A NAME:</b> Upload an <b>original</b> bond or rider to the existing bond reflecting the licensee's new trade name or deletion of the existing trade name. <i>If a new bond is issued, there should be no lapse in coverage.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF ADDRESS:</b> Upload an <b>original</b> bond or rider to the existing bond reflecting the licensee's new address. <i>If a new bond is issued, there should be no lapse in coverage.</i></p>

FILED IN NMLS	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>OTHER AMENDMENTS.</b></p> <ol style="list-style-type: none"> <li>1. Change in surety bond provider: Upload an <b>original</b>, fully executed surety bond furnished by a surety company authorized to conduct business in the District. There should be no lapse in surety coverage.</li> <li>2. Change in the amount of an existing bond: Upload an original, fully executed surety bond rider.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE IN MANAGEMENT OR CONTROL PERSON(S).</b></p> <p>A change to any Control Person of a licensee must be reported as an Amendment on the <b>Form MU1</b> filing with a new <b>Form MU2</b> submitted through the NMLS. In addition, licensees must submit the following on behalf of the applicable Control Person(s):</p> <ol style="list-style-type: none"> <li>1. Complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions on Form MU2. Upload a copy of any applicable orders or pertinent documents in NMLS.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ACQUISITION OR CHANGE IN CONTROL.</b></p> <ol style="list-style-type: none"> <li>1. Submit an ACN for an addition or change in Direct or Indirect Owners within the Form MU1 through the NMLS.</li> <li>2. Upload 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>3. Upload 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> <li>4. Upload a brief description of the acquisition transaction. Include pre and post organizational charts detailing ownership and operating management structure. Include information on any proposed changes to the licensee’s marketing strategy, products and service offerings for District consumers.</li> <li>5. 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> </ol>

**WHO TO CONTACT** – Contact DISB licensing staff by telephone 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 APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

THE FILING OF AN AMENDMENT THROUGH THE NMLS DOES **NOT** AUTHORIZE THE LICENSEE TO CONDUCT BUSINESS WITH THE CHANGES REQUESTED. THE TRANSACTION MUST BE APPROVED BY DISB BEFORE CONDUCTING BUSINESS WITH THE CHANGES REQUESTED.