



Branch Amendments Agency Requirements



DC RETAIL SELLER AND CONSUMER SALES FINANCE BRANCH LICENSE

Instructions

When making changes to your record in NMLS, District of Columbia (District) Department of Insurance, Securities and Banking (DISB) does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. DISB does not collect amendment fees through NMLS for this license type.
2. 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"/>	DOCUMENT REQUIRED FOR CHANGE OF BRANCH ADDRESS: <ul style="list-style-type: none">• Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): <ul style="list-style-type: none">• Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.• Upload a Trade Name Registration form issued by the District’s Department of Consumer and Regulatory Affairs. Upload Tip: Upload this document under the Document Type “Certificate of Authority/Good Standing Certificate” in the <i>Document Uploads</i> section of the Company (MU1) Form.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure Questions and upload a copy of any applicable orders or documents.

WHO TO CONTACT – Contact DISB licensing staff by phone at (202) 727-8000 or send your questions via e-mail to 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 JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.