



HI Escrow Depository Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

Hawaii Division of Financial Institutions (HI-DFI) requires all licensees to file an Advance Change Notice and obtain approval before a branch relocates or changes its address. Other changes do not require advance notice; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

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 doesn’t 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 Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact [Hawaii Division of Financial Institutions](#) licensing staff by phone at [\(808\) 586-2820](tel:8085862820) or send your questions via email to dfi-nmls@dcca.hawaii.gov or additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Division of Financial Institutions
335 Merchant Street, Rm 221
Honolulu, Hawaii 96813*

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 Branch Address](#)
 - Change of Branch Address: \$100 per license. *See below for more information.*
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager 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 submission through the NMLS.

NMLS ID Number (Company)	
NMLS ID Number (Branch)	
Licensee Legal Name	

Complete	HI Escrow Depository Branch License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. Prior approval by HI-DFI is required for branch address changes pursuant to Section 449-19, HRS. Failure to obtain prior approval may result in an administrative penalty pursuant to Section 449-4, HRS. Please refer to Section 16-28-12, Hawaii Administrative Rules for branch relocation requirements.</p>	NMLS
<input type="checkbox"/>	<p>Change of Branch Address: \$100 per license</p> <p>A \$50 license reissuance fee will be invoiced after the subject branch has completed its relocation and the current license is returned.</p> <p>No fee will be required if the change in address is caused by the U.S. Postal Service.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	<p>Lease Agreement: Provide the lease terms for the subject property. The lease terms should include, the term of the lease, the monthly lease rent, common area maintenance charges, and a description of the subject property, including the square footage.</p> <p>This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>	Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).
<input type="checkbox"/>	<p>Return Original License: Company is required to return its branch license to HI-DFI within five days of the completion of the relocation.</p>	Mail to HI-DFI
<input type="checkbox"/>	<p>Relocation Reason: Provide a reason for the relocation of the branch office.</p> <p>This document should be named <i>ACN – [Branch Relocation Reason]</i>.</p>	Upload in NMLS: under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).

Complete	HI Escrow Depository Branch License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Trade names are approved at the Company level. If the Company is approved for a trade name, then the branch locations are also allowed to use the trade name.</p> <p>See the Escrow Deposit License Amendment Checklist for more information.</p> <p>Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	NMLS
Note	<p>Addition of Other Trade Name Fee: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A

Complete	HI Escrow Depository Branch License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Trade names are approved at the Company level. If the Company is approved for a trade name, then the branch locations are also allowed to use the trade name.</p> <p>See the Escrow Deposit License Amendment Checklist for more information.</p> <p>Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>Note: If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</p>	NMLS

Complete	HI Escrow Depository Branch License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</p>	NMLS
Note	<p>Change of Branch Manager Fee: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A

Complete	HI Escrow Depository Branch License Change of Branch Manager Amendment Items	Submitted via...
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A

Complete	HI Escrow Depository Branch License Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	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 the Branch Manager. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, 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 the Branch Manager. You must 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.	NMLS