



## Amendments Agency-Specific Requirements



### HAWAII MORTGAGE LOAN ORIGINATOR LICENSE

#### Instructions

A Mortgage Loan Originator (“MLO”) is required to promptly notify the Hawaii Division of Financial Institutions (“DFI”) through NMLS of any changes in the information that was previously provided to DFI through the NMLS including the following:

- 1. Change in any identifying information, including legal name, contact phone number and email address**
  - You must update the information on the Individual (MU4) Form
- 2. Changing residence address**
  - You must update the residential history section of the Individual (MU4) Form
- 3. Change of employment information** – When changing employers the following applies:
  - You must update the employment section of the Individual (MU4) Form
  - You must terminate the “relationship” and remove “sponsorship” with your former employer in NMLS
  - When sponsorship is removed, your license status will be updated to “Approved-Inactive” until we receive a “Sponsorship” request from your new licensed employer
  - You do not have the authority to perform mortgage loan origination activities under the “Approved-Inactive” license status**
  - You must provide your new employer access to your NMLS record
  - Your new employer is required to submit a “Sponsorship” request to this agency
  - Once the new “Sponsorship” request is accepted, your license status will be updated to “Approved” and you will be authorized to conduct loan origination business
  - See the [Change of Employer Quick Guide](#) for instructions.
- 4. Change in Sponsorship** – A non-refundable processing fee of \$130 is collected through NMLS
- 5. Change of Disclosure questions** – DFI requires that you provide a detailed explanation for any “Yes” response in the Disclosure Explanation field in NMLS. You must also upload a copy of any applicable orders or supporting documents in NMLS.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

**WHO TO CONTACT** – Contact the Division of Financial Institutions licensing staff by phone at (808) 586-2820 or send your questions via e-mail to [dfi-nmls@dcca.hawaii.gov](mailto:dfi-nmls@dcca.hawaii.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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.