



## Amendments Jurisdiction-Specific Requirements



### HAWAII MORTGAGE SERVICER LICENSE

#### Instructions

**Currently pre-notification or pre-approval of any amendments of a Mortgage Servicer License is not required; however, proper notification must be given.**

1. Amendments to your record that can be made through NMLS without prior notification or pre-approval are detailed in the checklist below. The documentation to support these changes is required to be uploaded to NMLS.
2. You may be prompted to pay for any changes to your record that includes an amendment fee. Currently Hawaii does not charge an amendment fee for changes to the Mortgage Servicer's Company form; however, NMLS may charge a fee.
3. All fees collected through the NMLS ARE NOT REFUNDABLE.
4. Supporting documentation as noted in the checklist must be uploaded to NMLS.

*For U.S. Postal Service:*

Division of Financial Institution  
Department of Commerce and Consumer Affairs  
P.O. Box 2054  
Honolulu, HI 96805

*For Overnight Delivery:*

Division of Financial Institution  
Department of Commerce and Consumer Affairs  
King Kalakaua Building  
335 Merchant Street, Rm. 221  
Honolulu, HI 96813

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGE IN CONTROL</b></p> <ul style="list-style-type: none"> <li>• Complete an Advance Change Notice through NMLS</li> <li>• Upload a new Organizational Chart reflecting the changes</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGE OF ADDRESS</b></p> <ul style="list-style-type: none"> <li>• Complete an Advance Change Notice through NMLS</li> <li>• Update the address with the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>ADDITION OF TRADE NAME</b></p> <ul style="list-style-type: none"> <li>• Complete an Advance Change Notice through NMLS.</li> <li>• Upload (by selecting “Certificate of Authority/Good Standing Certificate” as document type and add “HI – Other Trade Name Doc” in comment section) a file-stamped copy of the Certificate of Registration of Trade Name from the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs. The box in the “forced” column should be checked if either the Commissioner of Financial Institutions or the Business Registration Division of the Hawaii Department of Commerce and Consumer Affairs will not allow the company to use its legal name for any reason. Hawaii does not limit the number of trade names a company can register and use.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DELETION OF TRADE NAME</b></p> <ul style="list-style-type: none"> <li>• Complete an Advance Change Notice through NMLS.</li> <li>• Upload an updated copy of the Business Registration Information showing the deletion of the trade name.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGE OF LEGAL NAME</b></p> <ul style="list-style-type: none"> <li>• Complete an Advance Change Notice through NMLS.</li> <li>• For Companies formed in Hawaii, upload a Certificate of Good Standing from Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs dated not more than 60 days prior to the filing of the Legal Name Change Amendment through NMLS</li> <li>• For Companies formed outside of Hawaii, upload a Certificate of Good Standing issued by the state in which the company is formed, and a Certificate of Good Standing issued by the Business Registration Division of the State of Hawaii Department of Commerce and Consumer Affairs, dated not more than 60 days prior to the filing of the Legal Name Change Amendment through NMLS</li> </ul>

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b></p> <ul style="list-style-type: none"> <li>• Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager</li> <li>• Upload supporting documents to NMLS</li> </ul>
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**WHO TO CONTACT** – Contact DFI 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.