CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, the Iowa Division of Banking requires advance notification for some changes. See the checklist below for details.

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
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact the Iowa Division of Banking licensing staff by phone at 515-281-4014 or send your questions via email to fblicensing@idob.state.ia.us for additional assistance.

For U.S. Postal Service & Overnight Delivery:
Iowa Division of Banking
200 East Grand Avenue, Suite 300
Des Moines, Iowa 50309-1827

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 Legal Name**
  - Change of Legal Name: $25 per license

- **Change of Main Address**

- **Addition or Modification of Other Trade Name**
  - Addition of Other Trade Names: $25 per license

- **Change of Legal Status**
  - Change of Legal Status: $25

- **Addition or Modification of Affiliates/Subsidiaries**

- **Addition or Modification of Direct Owners/Executive Officers**
  - Change of Control: $100

- **Addition or Modification of Indirect Owners**

- **Change of 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 filing through NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>IA Mortgage Banker License</th>
<th>Change of Legal Name Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Change of Legal Name:</strong> Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
<td></td>
</tr>
</tbody>
</table>
|          | **Change of Legal Name Fee:** $25 per license  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | NMLS (Filing submission) |
|          | **Surety Bond Rider:** Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the [ESB for NMLS Licensees page](#) of the NMLS Resource Center for more information about the Electronic Surety Bond process | Electronic Surety Bond in NMLS |
|          | **Formation Documents:** Formation Documents must be submitted related to this change type.  
Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.  
**Sole Proprietor**  
**Unincorporated Association:**  
- By-Laws or constitution (including all amendments).  
**General Partnership:**  
- Partnership Agreement (including all amendments).  
**Limited Liability Partnership:**  
- Certificate of Limited Liability Partnership; and  
- Partnership Agreement (including all amendments).  
**Limited Partnership:**  
- Certificate of Limited Partnership; and  
- Partnership Agreement (including all amendments).  
**Limited Liability Limited Partnership:**  
- Certificate of Limited Liability Limited Partnership; and  
- Partnership Agreement (including all amendments).  
**Limited Liability Company (“LLC”):**  
- Articles of Organization (including all amendments);  
- Operating Agreement (including all amendments);  
- IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and  
- LLC resolution if authority not in operating agreement.  
**Corporation:**  
- Articles of Incorporation (including all amendments);  
- By-laws (including all amendments), if applicable;  
- Shareholder Agreement (including all amendments), if applicable;  
- IRS Form 2553 if S-corp treatment elected; and  
- Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable. | [Upload in NMLS](#): under the Document Type Formation Document in the Document Uploads section of the Company Form (MU1). |
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<tr>
<td></td>
<td><strong>Not for Profit Corporation</strong></td>
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<td></td>
<td>• Documents requested of a Corporation; and</td>
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<td></td>
<td>• Proof of nonprofit status</td>
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<td></td>
<td>o Internal Revenue Service (&quot;IRS&quot;) 501(c)(3) designation letter; or</td>
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<td>o statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or</td>
</tr>
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<td></td>
<td>o entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or</td>
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<td></td>
<td>o Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</td>
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<tr>
<td></td>
<td><strong>Trust (Statutory)</strong></td>
</tr>
<tr>
<td></td>
<td>• Certificate of Trust; and</td>
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<td></td>
<td>• Governing instrument (all amendments).</td>
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<tr>
<td>Complete</td>
<td>IA Mortgage Banker License</td>
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<tr>
<th>Complete</th>
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<tr>
<td>□</td>
<td></td>
<td><strong>Deletion of Other Trade Name:</strong> Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS. If deleting an Other Trade Name, this name must be removed from the Other Trade Names section of the Company Form (MU1).</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td></td>
<td><strong>Return Original License:</strong> Company is required to return its license to this agency.</td>
<td>Mail to Iowa Division of Banking</td>
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</tbody>
</table>
| Complete | IA Mortgage Banker License | Change of Legal Status Amendment Items | Submitted via...
|----------|-----------------------------|----------------------------------------|-------------------|

**Note:** In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

<table>
<thead>
<tr>
<th></th>
<th>Change of Legal Status: Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.</th>
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<tr>
<td></td>
<td>Secretary of State Documentation: Provide the following documents to support this change.</td>
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<tr>
<td></td>
<td>a) amended Corporate Charter or amended Articles of Incorporation (if a corporation)</td>
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<td></td>
<td>b) The amended Articles of Organization and Operating Agreement (if a Limited Liability Company), or</td>
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<tr>
<td></td>
<td>c) The amended Partnership agreement (if a partnership of any form)</td>
</tr>
<tr>
<td></td>
<td>Return Original License: Company is required to return its license to this agency.</td>
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<tr>
<td></td>
<td>Upload in NMLS: under the Document Type Formation Document in the Document Uploads section of the Company Form (MU1).</td>
</tr>
<tr>
<td></td>
<td>Mail to Iowa Division of Banking</td>
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| Complete | IA Mortgage Banker License | Addition or Modification of Affiliates/Subsidiaries Amendment Items | Submitted via...
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<td>Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</td>
<td></td>
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<td></td>
<td>NMLS</td>
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Updated: 7/27/2017
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<td><strong>Addition or Modification of Direct Owners/Executive Officers Amendment Items</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Addition or Modification of Direct Owners/Executive Officers:</strong> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 30 days’ notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Letter of Explanation:</strong> Provide a letter of explanation of the change including the proposed new ownership or the proposed change in control.</td>
<td>Upload in NMLS: under the Document Type Advance Change Notice in the Document Uploads section of the Company Form (MU1).</td>
</tr>
<tr>
<td></td>
<td><strong>Change in Ownership or Change in Control:</strong> $100</td>
<td>NMLS (Agency Fee Invoice)</td>
</tr>
<tr>
<td></td>
<td><strong>FBI Criminal Background Check for MU2 Individual:</strong> $36.25 per person.</td>
<td>NMLS (Filing submission)</td>
</tr>
<tr>
<td></td>
<td><strong>MU2 Individual FBI Criminal Background Check Requirements:</strong> When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Direct Owners</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All Direct Owners are required to authorize the FBI CBC through NMLS.</td>
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<tr>
<td></td>
<td><strong>Executive Officers</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All Executive Officers are required to authorize the FBI CBC through NMLS.</td>
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<tr>
<td></td>
<td>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</td>
<td></td>
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<tr>
<td></td>
<td>See the Criminal Background Check section of the NMLS Resource Center for more information.</td>
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<td></td>
<td><strong>Note:</strong> If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Credit Report:</strong> Credit Reports and authorizations for credit report through NMLS are not required.</td>
<td>N/A</td>
</tr>
<tr>
<td>Complete</td>
<td>IA Mortgage Banker License</td>
<td>Addition or Modification of Indirect Owners Amendment Items</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Android</td>
<td><strong>Addition or Modification of Indirect Owners:</strong> Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.</td>
</tr>
<tr>
<td></td>
<td>FBI Criminal Background Check for MU2 Individual:</td>
<td>$36.25 per person.</td>
</tr>
<tr>
<td></td>
<td><strong>MU2 Individual FBI Criminal Background Check Requirements:</strong></td>
<td>When added to the Company Form (MU1), Indirect Owners, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</td>
</tr>
<tr>
<td></td>
<td><strong>Indirect Owners</strong></td>
<td>- All Indirect Owners (marked as control) are required to authorize the FBI CBC through NMLS.</td>
</tr>
<tr>
<td></td>
<td>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</td>
<td>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</td>
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</tbody>
</table>

**Note**

**Credit Report:** Credit Reports and authorizations for credit report through NMLS are not required.  

N/A
<table>
<thead>
<tr>
<th>Complete</th>
<th>IA Mortgage Banker License Change of Disclosure Question(s) Amendment Items</th>
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<tbody>
<tr>
<td>□</td>
<td><strong>Change of Disclosure Question(s):</strong> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td><strong>Changing a Response from No to Yes:</strong> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</td>
<td>Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2).</td>
</tr>
<tr>
<td>□</td>
<td><strong>Changing a Response from Yes to No:</strong> When changing a Disclosure Question response from Yes to No, 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 company or each control person. You must also upload a document (PDF) related to the explanation. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>