Instructions

When making changes to your record in NMLS Idaho requires advance notification for some changes, see checklist below for details.

Fees
1. Idaho does NOT collect amendment fees for changes filed through NMLS.

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
   a. In the NMLS document upload section; you must select Advance Change Notice for document type.
   b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to remove proposed documents on or after the effective date of the change and upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn’t a document type available for a specific advance change notice event you must mail document(s) directly to the Idaho Department of Finance.

2. If you are required to upload documents for an amendment that doesn’t require Advance Change Notice:
   a. In the NMLS document upload section, select the applicable document type.

3. If you are required to provide document(s) outside of NMLS:
   a. You must mail the document(s) along with the checklist within 5 business days to the following address:

   For U.S. Postal Service:
   Idaho Department of Finance
   Consumer Finance Bureau
   PO Box 83720
   Boise, ID 83720-0031

   For Overnight Delivery:
   Idaho Department of Finance
   Consumer Finance Bureau
   800 Park Blvd., Ste 200
   Boise, ID 83712
**NMLS Unique ID Number:**

**Applicant Legal Name:**

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED ADVANCE CHANGE NOTICE ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>CHANGE OF BRANCH ADDRESS.</strong> Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. <strong>30 days’ notice</strong> must be given for this change.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>To be considered an address change and not a new office requiring a new license, the entire operation, functions and personnel of the existing location must be relocating to the new location. The distance of the move must be a reasonable commute to the existing licensed location. Changes to the MU1 are to be filed effective the date of the address change and should include any changes to mailing addresses, phone numbers, fax numbers, email, etc.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>CHANGE IN BRANCH MANAGER:</strong> A change in any person designated as a branch manager of a registered office must be reported as an Amendment on the Form MU1 (control person) and Form MU3 (branch manager) filing with a new Form MU2 submitted through the NMLS.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S).</strong> Submit an amendment for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form through NMLS.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S):</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A file-stamped copy of the Certificate of Filing ABN issued by the Idaho Secretary of State with addition, modification or proof of cancellation must be uploaded under the Trade Name/Assumed Name Registration Certificates document upload category of the NMLS Company Form (MU1). All other trade names are identified on the Company (MU1) Form; only trade names associated with this branch should be identified on the Branch (MU3) Form.</td>
</tr>
</tbody>
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<tr>
<th>FILED IN NMLS</th>
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<th>NOT APPLICABLE</th>
<th>REQUIRED AMENDMENT ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td><strong>DISCLOSURE QUESTIONS.</strong> Provide an explanation for any “Yes” response and upload a copy of any applicable orders or supporting documents in NMLS. A separate upload is required for each event and each “yes” response.</td>
</tr>
</tbody>
</table>

**WHO TO CONTACT** – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via email to mortgage@finance.idaho.gov for additional assistance.

**THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING.** THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.