



Branch Amendments Agency Requirements



ILLINOIS EXEMPT BRANCH INSURANCE REGISTRATION

This document includes instructions for an Illinois Exempt Branch Insurance Registration amendment application request.

- ✓ Registrants are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Illinois Department of Financial and Professional Regulation changes in any material respect, the registrant should notify the Department of the change within 10 days after the change.
- ✓ There are no Department or NMLS processing fees for amendments.
- ✓ A branch manager must be designated for each registered location. The branch manager must be physically located at the registered location and may serve as the branch manager for only one location.
- ✓ Any Change of Branch Manager (control person) must also be reported on the applicable Form MU3 and Form MU2.
- ✓ **Jurisdiction-specific requirements are not required.** The Department may request additional information upon review of your new application filing; watch your “Company Work List” in NMLS for such requests.

For U.S. Postal Service or Overnight Delivery:
*Illinois Department of Financial and Professional Regulation
Division of Banking
James R. Thompson Center
100 W. Randolph, 9th Floor
Chicago, IL 60601*

WHO TO CONTACT – Contact Mortgage Banking Regulation licensing staff by phone at 1-844-768-1713 for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.