



Amendments Jurisdiction-Specific Requirements



INDIANA SOS COLLECTION AGENCY LICENSE

Instructions

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 submitted to the agency within 5 business days of submission of your amendment filing through NMLS.
2. To amend your company record or individual record in NMLS, enter the Filing Tab, the appropriate record, create a new filing and enter the section of the form that requires amendment, make the appropriate changes, proceed to the "complete and submit" field and attest to all changes. You will be prompted to pay for any changes to your record which include an amendment fee. The fields that generate an amendment fee through NMLS are noted below.
3. Supporting documentation must be uploaded in NMLS as stated in the checklist below.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

INDIANA COLLECTION AGENCY	
<input type="checkbox"/>	<p>SURETY BOND RIDER. (For change of name only) Electronically submit a Surety Bond Rider that reflects the change of name through NMLS.</p>
<input type="checkbox"/>	<p>LICENSING AFFIDAVIT. If ownership has changed please complete the Affidavit for the new owner, have it notarized, and upload to NMLS. It should be uploaded in NMLS under the document type "Document Samples" in the Document Uploads section of the Company Form (MU1).</p> <p>See Ind. Code § 25-11-1-4 for a complete list of qualifications.</p> <p>Click to download Licensing Affidavit</p> <p>An individual who is an officer of any corporation or a member of any partnership, limited liability company, or firm AND actively manages the collection or solicits account for collection must be a citizen of the United States, of good moral character, and not less than eighteen (18) years of age along with other qualifications. See Ind. Code § 25-11.</p>

<input type="checkbox"/>	<p>SECRETARY OF STATE BUSINESS FILING. For a name change the entity's name and any assumed business name(s) must be registered and Active with the Indiana Secretary of State Business Services Division. The business filing name and address must match the information in NMLS. You can check or update the business filing here.</p>
<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. 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. Upload a copy of any applicable orders or supporting documents in NMLS.</p>

WHO TO CONTACT – Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at [317-232-6681](tel:317-232-6681) or send your questions via e-mail to nmusgrave@sos.in.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.