



## Branch Amendments Jurisdiction-Specific Requirements



### INDIANA SOS COLLECTION AGENCY BRANCH LICENSE

#### Instructions

1. Amendments to your record that can be made through NMLS 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 Branch 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 charge through NMLS are noted below.
3. Any Change of Name must also be reported on the applicable Company Record.
4. Provide complete details in NMLS of all events or proceeding for any "Yes" answer to any of the Disclosure questions and upload a copy of any applicable orders or documents.
5. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Indiana Secretary of State  
Securities Division  
302 West Washington St  
E-111  
Indianapolis, IN 46204

For Overnight Delivery:

Indiana Secretary of State  
Securities Division  
302 West Washington St  
E-111  
Indianapolis, IN 46204

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	INDIANA COLLECTION AGENCY BRANCH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND RIDER. (For change of name only)</b> - Submit the Surety Bond Rider that reflects the change of name. The Surety Bond Rider must be uploaded in NMLS under the Document Type "Surety Bond" in the "Documents Uploads" section of the Branch Form (MU3).  Each branch is required to have a bond.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> 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.

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