Instructions

When making changes to your record in NMLS, the Kansas Office of the State Bank Commissioner (OSBC) requires advance notification for some changes. See the checklist below for details. Make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Legal Name Change

1. For legal name change of licensee, see detailed Instructions under Mortgage Company License.

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 until reviewed by the agency. If there isn’t a document type available for a specific advance change notice event, you must email document(s) directly to Kansas OSBC to: licensing@osbckansas.org

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:
   You must email the document(s) within 5 business days to: licensing@osbckansas.org
### FILED IN NMLS

<table>
<thead>
<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED ADVANCE CHANGE NOTICE ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<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 Form (MU3) through NMLS. <strong>15 days</strong> notice must be given for this change.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED AMENDMENT ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td><strong>DISCLOSURE QUESTIONS.</strong> Provide an explanation for any “Yes” response. <strong>Upload</strong> a copy of any applicable orders or supporting documents in NMLS. See <a href="#">Individual Disclosure Explanations</a> for more information.</td>
</tr>
</tbody>
</table>

### WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact the Kansas Office of the State Bank Commissioner, Division of Consumer and Mortgage Lending licensing staff by phone at 785-296-2266 or send questions via email to: licensing@osbckansas.org

**Kansas Office of the State Bank Commissioner**  
**Division of Consumer and Mortgage Lending**  
**700 SW Jackson St., Suite 300**  
**Topeka, KS 66603**

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**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.**