Instructions

1. The following amendments require instructions or items sent outside the NMLS:
   - Change of Employer/Sponsorship
   - Change of Name
   - Request to be returned to active status

2. Amendment fees are:
   - Change of Employer - $20 (paid at submission of sponsorship request)
   - Change of Name - $20 (invoiced through NMLS)
   - Request to be placed on Non-active Status - $0
   - Request to be returned to active status (without new employer) - $0
   - Request to be returned to active status (with new employer) - $20 (paid at submission of sponsorship request)

   (Check all of the above that apply)

3. All Maryland amendment fees and NMLS processing fees ARE NOT REFUNDABLE.

4. Any Change of Address, Change of Name or change in Control Person or Manager (Control person) must also be reported on the applicable Form MU1 and Form MU2.

5. When changing employers, the following applies:
   - You must update the employment section of Form MU4.
   - Confirm that the email address listed in the following locations is current in NMLS;
     a. -Home>Tab>My Account>Update User Profile
     b. -Filing Tab>Individual>Identifying Information
   - You must terminate the “Relationship” with your former employer in the NMLS if the company has not already done so.
   - Your license status will be updated to “Approved-Inactive” until we receive:
     a. a “Sponsorship” request from your new employer
     b. License Amendment or Return to Active Status Affidavit of Mortgage Loan Originator Activity;
   - You do not have the authority to originate under the “Approved-Inactive” license status.
   - You must provide your new employer access to your NMLS record, so that your new employer may submit the sponsorship request. Note that all “Sponsorship” requests submitted by your new employer will be rejected (ten (10) days after submission) unless you update your employment history and submit the jurisdiction-specific requirements.
• Your new employer is required to submit a “Sponsorship” request to this Agency.
• Once the new “Sponsorship” request is accepted, your license status will be updated to “Approved” and you will be authorized to conduct business.
• Agency will review the request and a determination will be made within 30 days of receipt of all required documents.

Quick Guides are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

6. When requesting placement on inactive status only, the following applies (within 10 BUSINESS DAYS of licensee ceasing to be employed by a licensed mortgage lender or person exempt from licensing):
   • You must update the employment section of Form MU4.
     - Home Tab>My Account>Update User Profile
     - Filing Tab>Individual>Identifying Information
   • Confirm that the email address listed in the following locations is current in NMLS;
   • You must terminate the “Relationship” with your former employer in the NMLS if the company has not already done so.
   • Your license status will be updated to “Approved-Inactive”
   • You do not have the authority to originate under the “Approved-Inactive” license status.

Quick Guides are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

7. Jurisdiction-specific requirements identified on the checklist below should be completed first. They must be received by the Commissioner at the address provided below, with this checklist, within 5 business days of the electronic submission of your application through the NMLS.

   For U.S. Postal Service or Overnight Delivery

   Commissioner of Financial Regulation
   Attn: Licensing Unit
   500 N. Calvert Street, Suite 402
   Baltimore, Maryland 21202

   For Email Delivery: CFRLicensing@dllr.state.md.us
   *Include applicant’s name and NMLS ID in the subject line identify what has been attached in the body of the email
<table>
<thead>
<tr>
<th>Filed in NMLS</th>
<th>Attached</th>
<th>Not Applicable</th>
<th>Maryland Mortgage Loan Originator License Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>License Amendment or Return to Active Status Affidavit of Mortgage Loan Originator Activity. Provide an affidavit pertaining to Maryland mortgage loan originator activity conducted for your new employer. Use the affidavit form found here. (Applies to change of employer and return to active status.) <a href="#">Click to download form</a></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>Sponsorship Request Submitted. (Applies to change of employer and return to active status.)</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>Employment History Updated. (Applies to sponsorship removal, change of employer and/or return to active status.)</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>Proof of Payment of Invoice for Amendment of Legal Name Change. After submission of request for an amendment of the licensee’s legal name an invoice will be created in NMLS for payment of the amendment fee. Submit a copy of the receipt or confirmation of payment screen as proof of payment of the invoice.</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>Proof of Name Change. Provide legal documentation, such as a marriage certificate or order of legal name change to prove name change. (Only applies to name change.)</td>
</tr>
</tbody>
</table>

**WHOM TO CONTACT** – Contact the Commissioner of Financial Regulation licensing staff by phone at 410-230-6155 or 888-784-0136 for further assistance regarding Maryland specific requirements.

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