



Branch Amendments Agency-Specific Requirements



MISSOURI IN-STATE BRANCH LICENSE

Instructions

The changes during a licensing period listed below require the licensee to obtain approval from the Missouri Division of Finance. Each change requires the licensee to submit agency specific documentation together with amending their Branch (MU3) Form in NMLS.

Advance change notice (ACN) submitted through NMLS and agency specific documentation to be filed with the Division of Finance must be received prior to the change's effective date. Fees for change of name or address are paid through NMLS. If a change only affects a company license or registration please refer to the amendment instructions for either company license and/or company registration.

Change of Other Trade Name: \$50 fee. ACN filing and agency specific documents must be submitted at least 10 days before the proposed change becomes effective. Includes legal name and other trade names. This fee is paid when the Company (MU1) Form is submitted with the addition of the new Other Trade Name.

Change of Address: \$50 fee. ACN filing and agency specific documents must be submitted at least 10 days before the proposed change becomes effective.

Fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

Please refer to the [document upload quick guide](#) if you are unsure of how to upload documents through NMLS. Please be aware that any documents uploaded as part of an ACN are considered proposed and final documents must be uploaded as of the effective date.

If you provide document(s) outside of NMLS please remit according to the following:

For U.S. Postal Service:

*Missouri Division of Finance
Mortgage Licensing Section
PO Box 716
Jefferson City, Missouri 65102-0716*

For Overnight Delivery:

*Missouri Division of Finance
Mortgage Licensing Section
301 W High Street, Room 630
Jefferson City, Missouri 65101*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	CHANGE OF OTHER TRADE NAME
N/A	<input type="checkbox"/>	<input type="checkbox"/>	SUBMIT AGENCY SPECIFIC CHANGE OF NAME FORM: Submit a completed Change of Name Form to the Missouri Division of Finance.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	UPDATE BRANCH (MU3) FORM: Submit an ACN for a Change of Other Trade Name for the Branch (MU3) form through NMLS. At least 10 days notice must be given for this change. The Company (MU1) Form must also be submitted reflecting the addition of the Other Trade Name.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	UPDATE COMPANY (MU1) FORM: Submit an ACN for a Change of Other Trade Name for the Company (MU1) form through NMLS. At least 10 days notice must be given for this change. \$50 Change of Other Trade Name fee will be collected when the Company (MU1) Form is updated. BOTH THE COMPANY (MU1) FORM AND THE BRANCH (MU3) FORM MUST BE UPDATED WHEN ADDING AN OTHER TRADE NAME TO NMLS.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER: If this location is considered your Main Missouri Office, submit a bond rider (original) with accompanying power of attorney evidencing the change of name directly to the Missouri Division of Finance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MISSOURI SECRETARY OF STATE APPROVAL: If adding or revising a name, upload in NMLS or attach copies of documentation indicating you are approved to utilize the name.
FILED IN NMLS	ATTACHED	NOT APPLICABLE	CHANGE OF ADDRESS
N/A	<input type="checkbox"/>	<input type="checkbox"/>	SUBMIT AGENCY SPECIFIC CHANGE OF ADDRESS FORM: Submit a completed Change of Address Form to the Missouri Division of Finance.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER: If this location is considered your Main Missouri Office, submit a bond rider (original) with accompanying power of attorney evidencing the change of address to the Missouri Division of Finance or update your Electronic Surety Bond (ESB)
<input type="checkbox"/>	N/A	<input type="checkbox"/>	UPDATE BRANCH (MU3) FORM: Submit an ACN for a Change of Address for the Branch (MU3) form through NMLS. At least 10 days notice must be given for this change.

WHO TO CONTACT – Contact *Missouri Division of Finance* licensing staff by phone at (573) 751-4243 or send your questions via e-mail to becky.litfin@dof.mo.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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.