



ND Exempt Mortgage Loan Originator Registration Amendment Checklist (Individual)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, review the checklist below.

Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)
- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [Change of Employer Quick Guide](#)

Agency Contact Information

Contact Consumer Division licensing staff by phone at (701) 328-9933 or send your questions via email to dfi@nd.gov for additional assistance.

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

AMENDMENTS

- [Change of Employment](#)
 - NMLS Sponsorship Change Processing Fee: \$30
 - This fee will be waived for the initial sponsorship request for a license.
 - Please make sure you still qualify for the Exempt Mortgage Loan Originator Registration if changing employers. You may be required to apply for the Mortgage Loan Originator License. Please contact the Department directly if you are unsure of the appropriate application type for your business activities.

- [Change of Residential Address](#)

- [Change of Legal Name](#)

- [Change of Disclosure Question\(s\)](#)

Note: There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

Complete	ND Exempt Mortgage Loan Originator Registration Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	End Company Relationship: End the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the Removing Access & Ending Relationships Quick Guide .	NMLS
<input type="checkbox"/>	Employment History: Update the Employment History section of the Individual Form (MU4).	NMLS
<input type="checkbox"/>	Confirm Email Address: Confirm that the email address listed in the following locations is current in NMLS: <ul style="list-style-type: none"> • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section 	NMLS
<input type="checkbox"/>	Grant Company Access: Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship. For instructions on completing this action, see the Providing Access to a Company Quick Guide . Note: After access is granted, your new employer is required to submit a “Sponsorship” request to this agency. Please contact the Department directly prior to submission to ensure exemption qualifications have been met.	NMLS
Note	Change of Sponsorship: \$0 per license This fee will be paid by your employing company. NMLS Sponsorship Change Processing Fee: \$30 This fee will be waived for the initial sponsorship request for a license. Fees collected through NMLS are NOT REFUNDABLE.	N/A

Complete	ND Exempt Mortgage Loan Originator Registration Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	Update Residential History Section: If changing residence, you must update the <i>Residential History</i> section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4).	NMLS

Complete	ND Exempt Mortgage Loan Originator Registration Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Update Identifying Information Section: If changing your legal name, you must update the <i>Identifying Information</i> section of the Individual Form (MU4).	NMLS

Complete	ND Exempt Mortgage Loan Originator Registration Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes.” See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You may select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You may also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS