Instructions

When making changes to your record in NMLS, Nebraska requires advance notification for some changes, see checklist below for details.

Fees

1. Nebraska does not charge amendment fees for the following changes through NMLS:
   - Change of Address
   - Change of Other Trade Names
   - Change of Branch Manager

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. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific Advance Change Notice event you must mail document(s) directly to Nebraska.

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:
   a. If documents are indicated that should be sent via mail, send along with the checklist within 5 business days to the following address:

   For Electronic Delivery:  
   Dob.consumerfinance@nebraska.gov

   For U.S. Postal Service
   Nebraska Department of
   Banking and Finance
   P.O. Box 95006
   Lincoln, NE 68509

   For Overnight Delivery:
   Nebraska Department of
   Banking and Finance
   1526 K Street, Suite 300
   Lincoln, NE 68508

   Include Applicant Name and NMLS ID# in the subject line.

NMLS Unique ID Number: ____________________
## Applicant Legal Name: ______________________________________

### FILED IN NMLS

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<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED ADVANCE CHANGE NOTICE ITEM</th>
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<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 (MU3) Form through NMLS. 30 days notice must be given for this change.</td>
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| N/A      |                | **DOCUMENT REQUIRED FOR ACN OF CHANGE OF BRANCH ADDRESS**  
- **Mail** an **original** surety bond rider that reflects the change of address. |

### FILED IN NMLS

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<th>REQUIRED AMENDMENT ITEM</th>
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| N/A      |                | **ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S).** Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form through NMLS. 30 days notice must be given for this change.  
**Note:** No trade name is permitted at the branch that has not already been submitted at the main office (company) level. |
| N/A      |                | **DISCLOSURE QUESTIONS.** If the amendment involves a change to an answer in the Disclosure Section of a Form MU4 for the Branch Manager, provide a narrative describing the circumstance that led to the change in the answer in the Disclosure Question and **Upload** a copy of any applicable orders or documents. |

### WHO TO CONTACT –

Contact NDBF licensing staff by phone at 402-471-2171 or send your questions via e-mail to dob.consumerfinance@nebraska.gov for additional assistance.

### YOU ARE NOT AUTHORIZED TO ENGAGE IN INSTALLMENT LOAN ACTIVITIES IN THE STATE OF NEBRASKA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE DEPARTMENT THROUGH THE NMLS.