



# Branch Amendments Jurisdiction-Specific Requirements



## NEBRASKA INSTALLMENT LOAN LICENSE (BRANCH)

### 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](mailto:Dob.consumerfinance@nebraska.gov)  
 Include Applicant Name and  
 NMLS ID# in the subject line.

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

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE OF BRANCH ADDRESS.</b> 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.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENT REQUIRED FOR ACN OF CHANGE OF BRANCH ADDRESS</b> <ul style="list-style-type: none"> <li>• <b>Mail</b> an <b>original</b> surety bond rider that reflects the change of address.</li> </ul>
FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S).</b> 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.  <b>Note:</b> No trade name is permitted at the branch that has not already been submitted at the main office (company) level.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> 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 <b>Upload</b> 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](mailto: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.