Instructions

Nebraska does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. Nebraska does not charge amendment fees for the following changes through NMLS:
   - Change of Address
   - Change of Name
   - Change of Other Trade Names
   - Change of Control Persons
   - Change of Ownership

2. All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. 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.

2. 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
   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: ______________________________________
<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED AMENDMENT ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>CHANGE OF LEGAL NAME:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <strong>Upload</strong> a file stamped copy of the Acknowledgement of Filing received from the Nebraska Secretary of State.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• <strong>Mail</strong> an <strong>original</strong> surety bond rider that reflects the change of name.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>MODIFICATION OF OTHER TRADE NAME(S):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <strong>Upload</strong> a file stamped copy of the Acknowledgement of Filing received from the Nebraska Secretary of State.</td>
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<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>CHANGE OF LEGAL STATUS:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <strong>Upload</strong> copies of documentation showing the change of legal status.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>DISCLOSURE QUESTIONS. If the amendment involves a change to an answer in the Disclosure Section of a Form MU1 or Form MU2, provide a narrative describing the circumstance that led to the change in the answer in the Disclosure Question and <strong>UPLOAD A COPY OF ANY APPLICABLE ORDERS OR DOCUMENTS.</strong></td>
</tr>
</tbody>
</table>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – For additional assistance, contact *Nebraska Department of Banking & Finance* licensing staff by phone at 402-471-2171 or send your questions via e-mail to *dob.consumerfinance@nebraska.gov*.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.