



## Amendments Jurisdiction-Specific Requirements



# NEBRASKA INSTALLMENT SALES COMPANY LICENSE

## 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 Name
  - Change of Other Trade Names
  - Change of Control Persons (that do not have ownership)
2. Nebraska collects amendments fees for the following changes through NMLS during filing:
  - **Change of Ownership (Requires Filing of new License Application)** Control in the case of a corporation means (a) direct or indirect ownership of or the right to control 25% or more of the voting shares of the corporation or (b) the ability of a person or group acting in concert to elect a majority of the directors or otherwise effect a change in policy. Control in the case of any other entity means any change in the principals of the organization, whether active or passive.
3. All fees collected through NMLS ARE NOT REFUNDABLE.

## 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 MAIN ADDRESS.</b> Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) form through NMLS. <b>30</b> days notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENT REQUIRED FOR ACN OF CHANGE OF MAIN 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>CHANGE OF LEGAL NAME:</b> <ul style="list-style-type: none"> <li>• <b>Upload</b> a file stamped copy of the Acknowledgement of Filing received from the Nebraska Secretary of State.</li> <li>• <b>Mail</b> an <b>original</b> surety bond rider that reflects the change of name.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>MODIFICATION OF OTHER TRADE NAME(S):</b> <ul style="list-style-type: none"> <li>• <b>Upload</b> a file stamped copy of the Acknowledgement of Filing received from the Nebraska Secretary of State.</li> <li>• <b>Mail</b> an <b>original</b> surety bond rider that reflects the change of name.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE OF LEGAL STATUS:</b> <ul style="list-style-type: none"> <li>• <b>Upload</b> copies of documentation showing the change of legal status.</li> </ul>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>REGISTERED AGENT DESIGNATION AND CONSENT FORM.</b> The Department requires the written consent of the registered agent. <b>Submit</b> a new Registered Agent Designation and Consent Form if you are changing your registered agent. Click <a href="#">here</a> to Download Form

<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 MU1 or Form MU2, provide a narrative describing the circumstance that led to the change in the answer in the Disclosure Question and <b><u>UPLOAD A COPY OF ANY APPLICABLE ORDERS OR DOCUMENTS.</u></b>
--------------------------	-----	--------------------------	--

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](mailto: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.