CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

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

Uploading Agency-Specific Documents
If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples

Helpful Resources

- Amendments & Advance Change Notice Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact Nebraska Department of Banking and Finance licensing staff by phone at (402) 471-2171 or send your questions via email to dob.mortgage@nebraska.gov for additional assistance.

For Delivery of Documents:

For Electronic Delivery

dob.mortgage@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 # in the subject line.
AMENDMENTS

- Change of Branch Address
- Addition or Modification of Other Trade Name
- Deletion of Other Trade Name
- Change of Branch Manager
- Change of Branch Manager Disclosure Question(s)

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.
<table>
<thead>
<tr>
<th>Complete</th>
<th>NE Mortgage Banker Registration (Branch)</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change of Branch Address Amendment Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Change of Branch Address</strong>: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 Days’ notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

**Note**

**Change of Branch Address**: $0 per registration

Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

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<thead>
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<tbody>
<tr>
<td></td>
<td>Addition or Modification of Other Trade Name Amendment Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Addition or Modification of Other Trade Name</strong>: Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days’ notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

**Note**

When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).

**Addition of Other Trade Name Fee**: $0 per registration

Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

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<tbody>
<tr>
<td></td>
<td>Deletion of Other Trade Name Amendment Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Deletion of Other Trade Name</strong>: Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days’ notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

**Note**

If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).
<table>
<thead>
<tr>
<th>Complete</th>
<th>NE Mortgage Banker Registration (Branch) Change of Branch Manager Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Addition or Modification of Branch Manager:</strong> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| Note     | **Change of Branch Manager Fee:** $0 per registration  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A             |
| Note     | **Credit Report:** Credit Reports and authorizations for credit report through NMLS are not required. | N/A             |
|          | **Branch Affidavit:** If no activity that would require the issuance of an individual mortgage loan originator’s license will occur at the branch, the branch affidavit may be submitted in lieu of having a licensed branch manager.  
[Click to download form](#) | Upload in NMLS: under the Document Type Designation of Branch Qualified Employee in the Document Uploads section of the Branch Form (MU3). |

<table>
<thead>
<tr>
<th>Complete</th>
<th>NE Mortgage Banker Registration (Branch) Change to Branch Manager Disclosure Question(s) Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Change of Disclosure Question(s):</strong> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
|          | **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” for the Branch Manager.  
|          | **Changing a Response from Yes to No:** When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.  
You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. 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            |