



Branch Amendments Agency Requirements



NEW JERSEY RESIDENTIAL MORTGAGE BROKER BRANCH

Instructions

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

Fees

1. New Jersey does **NOT** require amendment fees for the following changes through NMLS during filing :
 - 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 New Jersey.
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. You must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service:

New Jersey Department of Banking & Insurance
Licensing Services Bureau, Banking
P.O. Box 473
Trenton, NJ 08625

For Overnight Delivery:

New Jersey Department of Banking & Insurance
Licensing Services Bureau, Banking
20 West State Street, 8th Floor
Trenton, NJ 08608

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"/>	CHANGE OF BRANCH ADDRESS. Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. 30 Days notice must be giving for this change.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF CHANGE OF BRANCH ADDRESS: Upload copies of the following documents: <ul style="list-style-type: none"> • Upload a Certification of Office Suitability. There is a certification of office suitability for offices located in New Jersey and a second certification form for offices to be located outside of New Jersey. The forms may be found at: http://www.state.nj.us/dobi/banklicensing/rmla/new_resmortbroker.html
<input type="checkbox"/>	N/A	<input type="checkbox"/>	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 giving for this change. NOTE: New Jersey does NOT permit the use of a trade name for a branch office unless that trade name has first been approved for use for the licensed company’s principal location.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): NOTE: Upload copies of the following documents: <ul style="list-style-type: none"> • Upload a copy of the company’s authorization to use the requested trade name in New Jersey issued by the New Jersey Division of Revenue.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure Questions and upload a copy of any applicable orders or documents. Additional information may be required outside NMLS after review of explanation and uploaded information in NMLS.

WHO TO CONTACT – Contact NJ Department of Banking & Insurance, Licensing Services Bureau, Banking licensing staff by phone at (609) 292-7272 (from menu select 3, then select 2, then select 1) or send your questions via e-mail to bliconline@dobi.nj.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.