



Company Amendments Agency Requirements



NEW JERSEY RESIDENTIAL MORTGAGE BROKER

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 Name
 - Change of Other Trade Names
 - Change of Qualifying Individual
 - Change of Control – 25% or more ownership change

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 LEGAL NAME. Submit an ACN for a Change of Legal Name through the Company (MU1) form through NMLS. 30 Days notice must be giving for this change. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DOCUMENT REQUIRED FOR CHANGE OF LEGAL NAME: Upload copies of the following documents: <ul style="list-style-type: none"> • Upload a state-issued document from the New Jersey Division of Revenue reflecting the change of legal name for a corporation or limited liability company (LLC) or partnership organized/formed in New Jersey or an amended Certificate of Authority to do business in New Jersey if a foreign corporation or LLC or partnership. • Upload an executed Surety Bond Rider reflecting the change in legal name. NOTE: the original surety bond rider must be mailed to New Jersey. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | CHANGE OF MAIN ADDRESS. Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) 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 MAIN 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 form 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 • Upload an executed Surety Bond Rider reflecting the change in main address. NOTE: the original surety bond rider must be mailed to New Jersey |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES. Submit an ACN for an Addition, Change or Deletion of an Other Trade Name(s) through the Company (MU1) form through NMLS. 30 Days must be giving for this change. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Upload copies of the following documents: <ul style="list-style-type: none"> • Upload a state-issued document from the New Jersey Division of Revenue reflecting the addition, modification or deletion of a trade |

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| | | | <p>name for a corporation or limited liability company (LLC) organized/formed in New Jersey or an amended Certificate of Authority to do business in New Jersey if a foreign corporation or LLC.</p> <ul style="list-style-type: none"> • Upload an amended trade name certificate from the County Clerk's Office in the county in which the business is located for a change in trade name for a sole proprietorship. • Upload an executed Surety Bond Rider reflecting the addition, modification or deletion of a trade name. NOTE: the original surety bond rider must be mailed to New Jersey. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>CHANGE OF LEGAL STATUS. Submit an ACN for a change of Legal Status within the Company (MU1) Form through NMLS. 30 Days notice must be given for this change.</p> |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>DOCUMENT REQUIRED FOR ACN CHANGE OF LEGAL STATUS: Upload copies of the following documents:</p> <ul style="list-style-type: none"> • Upload a state-issued document from the state in which the change of legal status has occurred evidencing the change in legal status for a corporation or limited liability company (LLC) or partnership. • Upload an amended Certificate of Authority to do business in New Jersey issued by the New Jersey Division of Revenue if a foreign corporation or LLC or partnership. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS. Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form through NMLS. 30 Days notice is required for a change involving Direct Owners/Executive Officers where any ownership change does NOT exceed 25%. Changes in Direct Owners resulting in an ownership change of 25% or more requires 90 Days notice. Note: Control Persons must also be reported on the Individual (MU2) Form.</p> <p>CRIMINAL HISTORY BACKGROUND CHECK. Each new officer, director, partner, member, owner of 10% or more or other principal must authorize a FBI criminal background check in NMLS and complete a NJ State Police criminal history record check through the New Jersey State Police. For information on the NJ LIVESCAN FINGERPRINTING PROCESS, CLICK HERE.</p> |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS: Upload copies of the following documents:</p> <ul style="list-style-type: none"> • Upload a corporate resolution or amended LLC operating agreement appointing new executive officers • Upload a copy of stock purchase agreement or membership interest purchase agreement evidencing proposed ownership changes. Fully executed document required upon transaction closing if not available before. • Upload organizational charts pre- and post-transaction closing. |

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| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>ADDITION OR MODIFICATION OF INDIRECT OWNERS. Submit an ACN for an addition or change in Indirect Owners within the Company (MU1) Form through NMLS. 30 Days notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form.</p> <p>CRIMINAL HISTORY BACKGROUND CHECK. Each new owner of 10% or more must authorize a FBI criminal background check in NMLS and complete a NJ State Police criminal history record check through the New Jersey State Police. For information on the NJ LiveScan fingerprinting PROCESS, Click Here.</p> |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> Natural persons owning 10% or greater in the Licensee. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> Each new officer, director, partner, member, or other principal <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> Natural persons holding 10% or greater indirect ownership interest in the Licensee. <p><i>Qualifying Individuals</i></p> <ul style="list-style-type: none"> Complete Criminal Background Checks for Qualifying Individuals according to the Qualified Individual Residential Mortgage Broker License. <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Quick Guides - Company section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p> |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF INDIRECT OWNERS: Upload copies of the following documents:</p> <ul style="list-style-type: none"> Upload a copy of stock purchase agreement or membership interest purchase agreement evidencing proposed ownership changes. Fully executed document required upon transaction closing if not available before. Upload organizational charts pre- and post-transaction closing. |

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| <input type="checkbox"/> | N/A | <input type="checkbox"/> | ADDITION OR MODIFICATION OF QUALIFYING INDIVIDUALS. Submit an ACN for an addition or change in Qualifying Individuals within the Company (MU1) Form through NMLS. 30 Days notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form. New Jersey requires at least one Qualifying Individual who must be an officer, director, partner, member, owner or principal to obtain a Qualified Individual license of the same type as that held by the company. The Individual must, at minimum, meet all of the requirements for Mortgage loan originator licensing. The individual must be listed under the Qualifying Individual section of the company's filing through the NMLS with a designation as an officer, director, partner, member, owner or other principal and list New Jersey as a jurisdiction. If a Qualifying Individual is being replaced, the new individual must be licensed within 90 days. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF QUALIFYING INDIVIDUALS: Upload copies of the following documents: <ul style="list-style-type: none"> • Upload a corporate resolution or amended LLC operating agreement appointing the Qualified Individual to a position as an officer, director, partner, member or other principal. • Upload a corporate resolution or amended LLC operating agreement reflecting the termination of a Qualifying Individual no longer serving in that capacity. |
| FILED IN NMLS | ATTACHED | NOT APPLICABLE | REQUIRED AMENDMENT ITEM |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | DISCLOSURE QUESTIONS. Provide complete detail of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new Control Person or any new Manager. Upload a copy of any applicable orders or supporting documents in NMLS. 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.