



# NM Mortgage Loan Company Branch License Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, review the checklist below. Licensees must amend their Branch Form (MU3) within 5 days following a change in the information. Licensing informational changes requiring an amendment shall include but not be limited to the following:

- a) Other Trade Names the Branch uses
- b) Branch location address
- c) Branch mailing address
- d) Branch contact information
- e) Branch manager

### 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.

**Note:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

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.

### Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

## Agency Contact Information

Contact Licensing Specialist, Amanda Urban at 505-476-4819 or via e-mail [Amanda.urban@state.nm.us](mailto:Amanda.urban@state.nm.us).

Contact Industry Manager Juan Trevizo at 505-476-4519 or via e-mail [Juan.Trevizo@state.nm.us](mailto:Juan.Trevizo@state.nm.us).

### *For U.S. Postal Service:*

*Financial Institutions Division, Mortgage Unit  
2550 Cerrillos Road 3rd Floor  
P. O. Box 25101 (87504)  
Santa Fe, NM 87505*

### *For Overnight Delivery:*

*Financial Institutions Division, Mortgage Unit  
2550 Cerrillos Road 3rd Floor  
Santa Fe, NM 87505*

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

## AMENDMENTS

- [Change of Branch Address](#)
  - Change of Branch Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
  - Addition of Other Trade Names: \$50 per license
- [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.

Complete	<b>NM Mortgage Loan Company Branch License</b> <b>Change of Branch Address Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Branch Address:</b> \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>NMLS</b>

Complete	<b>NM Mortgage Loan Company Branch License</b> <b>Addition or Modification of Other Trade Name Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.  <b>Note:</b> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).	<b>NMLS</b>
<input type="checkbox"/>	<b>Addition of Other Trade Name:</b> \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>NMLS (Filing submission)</b>

Complete	<b>NM Mortgage Loan Company Branch License</b> <b>Deletion of Other Trade Name Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.  <b>Note:</b> 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).	<b>NMLS</b>

Complete	NM Mortgage Loan Company Branch License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.	<b>NMLS</b>
Note	<b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.	<b>N/A</b>
<input type="checkbox"/>	<b>Change in Designation of Qualified Employee for the Branch Location:</b> <i>If applicable</i> , this may be a separate individual from the Branch Manager identified in NMLS. Must include signature from company officer stating the individual has an MU2 Association with the entity.	<b>Upload in NMLS:</b> under the Document Type “Designation of Branch Qualified Employee” in the <i>Document Uploads</i> section of the Branch Form (MU3).

Complete	NM Mortgage Loan Company Branch License Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> 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 may 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 <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>NMLS</b>