



NM Mortgage Loan Originator License Amendment Checklist (Individual)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, review the checklist below.

Licensee must amend their Individual (MU4) Form within five (5) days following a change in that information.

Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)
- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [Change of Employer Quick Guide](#)

Agency Contact Information

Contact Licensing Specialist, Amanda Urban at 505-476-4819 or via e-mail Amanda.urban@state.nm.us

Contact Industry Manager Juan Trevizo at 505-476-4519 or via e-mail 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 Employment](#)
 - NMLS Sponsorship Change Processing Fee: \$30
 - This fee is waived for the initial sponsorship request for a license.
- [Change of Residential Address](#)
- [Change of Legal Name](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

Note: There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

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 e-mailed 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.

NMLS ID Number	
Licensee Legal Name	

Complete	NM Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	<p>End Company Relationship: End the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the Removing Access & Ending Relationships Quick Guide.</p> <p>Note: Once the current “Sponsorship” is removed, your license status will be updated to Approved-Inactive. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by The New Mexico Financial Institutions Division.</p>	NMLS
<input type="checkbox"/>	<p>Employment History: Update the Employment History section of the Individual Form (MU4).</p>	NMLS
<input type="checkbox"/>	<p>Confirm E-mail Address: Confirm that the e-mail address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section 	NMLS
<input type="checkbox"/>	<p>Grant Company Access: Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship. For instructions on completing this action, see the Providing Access to a Company Quick Guide.</p> <p>Note: After access is granted, your new employer is required to submit a “Sponsorship” request to this agency.</p> <p>Note: Once the new “Sponsorship” request is accepted, your license status will be updated to Approved and you will be authorized to conduct business. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by The New Mexico Financial Institutions Division.</p>	NMLS
<input type="checkbox"/>	<p>Change of Sponsorship: This fee will be paid by your employing company.</p> <p>NMLS Sponsorship Change Processing Fee: \$30 This fee is waived for the initial sponsorship request for a license. Fees collected through NMLS are NOT REFUNDABLE.</p>	NMLS
<input type="checkbox"/>	<p>Surety Bond Rider: Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.</p>	Mail to NM

Complete	NM Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	Update Residential History Section: If changing residence, you must update the Residential History section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4).	NMLS

Complete	NM Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Legal Name/Status Documentation: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc. This document should be named <i>[Document Name]</i> (Ex. Drivers License, Marriage Certificate, etc.).	Upload in NMLS: under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU4).
<input type="checkbox"/>	Surety Bond Rider: Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.	Mail to NM

Complete	NM Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	NMLS
<input type="checkbox"/>	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.” See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions. Note: A licensed Mortgage Loan Originator with any adverse change in his or her credit, including bankruptcy, foreclosure, judgments, collections, tax liens and other government liens shall contact the director of the Financial Institutions Division in writing and amend his or her license information on the Nationwide Mortgage Licensing System and Registry within five (5) days of the occurrence.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).

Complete	NM Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
	<p>Note: A licensed Mortgage Loan Originator who has been charged with, convicted of, or pled guilty or nolo contendere to, a felony in a domestic, foreign or military court shall notify the director of the Financial Institutions Division in writing and amend his or her license information on the Nationwide Mortgage Licensing System and Registry on form MU4 within five (5) days of the occurrence.</p>	
<input type="checkbox"/>	<p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You must also upload a document (PDF) related to the explanation.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	NMLS