



## Amendments Jurisdiction-Specific Requirements



### NEVADA EXEMPT BRANCH REGISTRATION

#### Instructions

##### Pre-Notification:

Certain changes to MU filings require prior notification or approval by the Division and must be sent outside NMLS directly to the Division. Please refer to the Nevada Exempt Company Amendment Document for further clarification as to which changes require prior notification or approval.

Nevada Exempt Company Amendment Document, amendments to your record are required for exemptions held under NRS 645B.016(7) for changes to the Designated Qualified Employee. Exemption held under difference statutes do not.

1. To amend your MU3 or MU2 form in NMLS, enter the Filing Tab, the appropriate MU form, create a new filing and enter the section of the form that requires amendment, make the appropriate changes, proceed to the complete and submit field and attest to all changes. If you access the "License/Registration" information screen, do not select the "Add" button located at the bottom of the page. If you select the add button, you will incur additional fees that will NOT BE REFUNDED. Please scroll down and select "Next" to continue to complete the filing. There are no fees associated with amendments to your MU form filings.
2. If you wish to provide any items in support of amendments filed through the NMLS, please send them to the following address:

*For U.S. Postal Service:*  
**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

*For Overnight Delivery:*  
**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

**WHO TO CONTACT** – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to [mldinfo@mld.nv.gov](mailto:mldinfo@mld.nv.gov) for additional assistance.

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

NMLS Unique ID Number: \_\_\_\_\_

Applicant's Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	<input type="checkbox"/>		<p><b>Change to Qualified Employee:</b> A company may amend the qualifying individual/qualified employee (QE) for the MU1 office in NMLS.</p> <p>A Qualified Employee must;</p> <ul style="list-style-type: none"><li>a) be licensed in good standing as a mortgage loan originator,</li><li>b) be designated by the exempt company to act on its behalf and to supervise the conduct of the third-party processing and underwriting business and the activities of the mortgage loan originators associated with or employed by the exempt company,</li><li>c) have met the requirements of the S.A.F.E. Mortgage Licensing Act.</li></ul> <p>If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Mail the designation of QE form directly to the address listed above. Click <a href="#">here</a> to download form.</p>