



NV Mortgage Servicer License Amendment Checklist (Company)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to a record in NMLS, Nevada requires advance notification for the following changes. See the checklist below for details.

- Change of Control or Ownership
- Change of Legal Name
- Adding or Removing an Assumed or Fictitious Name
- Change in Legal Entity Status
- Change of Principal Address
- Addition or Removal of Branch Locations

Nevada does not require advance notice for the following changes; however, a change is not effective until approved by the Commissioner. Make the changes in NMLS as of the effective date and submit supporting documentation, as instructed, in the checklist below.

- Change of Qualified Employee
- Change in Disclosure Questions

There is a \$50 fee to obtain a duplicate license. Contact NV Division of Mortgage Lending for more information.

Uploading Agency-Specific Documents

If 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. If required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

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

Helpful Resources

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

Agency Contact Information

Contact the *Division of Mortgage Lending* licensing staff by phone at [\(775\) 684-7060](tel:7756847060) or send questions via email to mldinfo@mld.nv.gov for additional assistance.

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*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THE APPLICANT/LICENSEE IS APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD THERE BE ANY QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- [Change of Legal Name](#)
 - Change of Legal Name: \$50 per license
- [Change of Main Address](#)
 - Change of Main Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$50 per license
- [Deletion of Other Trade Name](#)
 - Deletion of Other Trade Names: \$50 per license
- [Change of Legal Status](#)
 - If a new hard copy license is issued: \$50.00 per license
- [Change in Control](#)
 - Change of Control or Ownership: \$500
 - FBI Criminal Background Check for MU2 Individual: \$36.25 per person.
- [Addition or Modification of Qualifying Individuals](#)
- [Addition or Removal of Branch Locations](#)
- [Addition or Modification of Control Individuals](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Change of 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 the filing through NMLS.

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Legal Name: Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. A notice of not less than 30 days before the anticipated effective date of the proposed name change must be given.</p>	NMLS
<input type="checkbox"/>	<p>Change of Legal Name Fee: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>Updated Surety Bond Rider: <i>If you have an Electronic Surety Bond (ESB) in NMLS</i>, contact the surety bond producer to inform them of the change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the ESB process.</p> <p><i>If you DO NOT have an ESB in NMLS</i>, you must convert your existing surety bond to NMLS via the submission of an ESB. To convert to ESB, you must first grant authority to your surety bond issuer in NMLS and then contact their surety bond producer to prepare their ESB. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the ESB process.</p> <p>Note: Companies holding this license are <i>required</i> to convert their existing surety bond to NMLS via the submission of an ESB by November 1st, 2018.</p>	Electronic Surety Bond in NMLS
<input type="checkbox"/>	<p>Return Original License: Company is required to return its current, original license to the issuing agency with a formal letter on company letterhead signed by an officer of the company outlining the changes requested.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Submit a copy of the amended name filing(s) with the state of formation and the Nevada Secretary of State.</p> <p>This document should be named <i>NV Certificate of Authority OR NV Certificate of Good Standing</i>.</p>	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. Update the record in NMLS no more than 10 days after a change to a licensee's principal location address.	NMLS &
<input type="checkbox"/>	Change of Main Address: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Change of Address Form: Complete and submit the change of address form. Click here to download.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Lease: Submit a copy of the fully executed lease.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Return Original License: Company is required to return its current, original license to the issuing agency.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Change of Branch Locations: Submit an up to date list of branch locations that will conduct mortgage servicing activity related to mortgage loans secured by real property located in Nevada. The list should include the name and contact information for the branch manager/qualified employee, new office location address (& old address to be replaced or removed), phone, fax, & email.	Mail to NV Division of Mortgage Lending Licensing Office

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. A notice of not less than 30 days before the effective date of the proposed name change must be provided.</p> <p>Mortgage Servicer Licensees are prohibited from using more than one trade name, assumed or fictitious name, or DBA for each license obtained.</p> <p>Nevada requires a separate license for each Other Trade Name added. When adding an Other Trade Name, a licensee must apply for a separate Mortgage Servicer License-Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Addition of Other Trade Name \$50 per license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Upload the Trade Name/Assumed Name Registration Certificate regarding ability to do business under that trade name.</p> <p>This document should be named <i>NV Mortgage Servicer Trade Name / Assumed Name</i>.</p>	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Updated Surety Bond Rider: <i>If you have an Electronic Surety Bond (ESB) in NMLS</i>, no further action is required after adding or modifying the Other Trade Name in the Company Form (MU1).</p> <p><i>If you DO NOT have an ESB in NMLS</i>, you must convert your existing surety bond to NMLS via the submission of an ESB. To convert to ESB, you must first grant authority to your surety bond issuer in NMLS and then contact their surety bond producer to prepare their ESB. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the ESB process.</p> <p>Note: Companies holding this license are <i>required</i> to convert their existing surety bond to NMLS via the submission of an ESB by November 1st, 2018.</p>	Electronic Surety Bond in NMLS
<input type="checkbox"/>	<p>Return Original License: Company is required to return its current, original license to the issuing agency with a formal letter on company letterhead signed by an officer of the company outlining the changes requested.</p>	Mail to NV Division of Mortgage Lending Licensing Office

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an ACN for a deletion of an Other Trade Name through the Company Form (MU1) in NMLS. A notice of not less than 30 days before the effective date of the proposed name change must be provided.</p> <p>If deleting an Other Trade Name, the name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p>Nevada requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, a licensee must request to surrender the appropriate Mortgage Servicer License-Other Trade Name # license. The surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Deletion of Other Trade Name \$50 per license.</p> <p>Fees must be submitted directly to the Licensing Office.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Remove the uploaded Trade Name/Assumed Name Registration Certificate related to the removed Other Trade Name.</p>	Remove the Upload in NMLS in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Updated Surety Bond Rider: <i>If you have an Electronic Surety Bond (ESB) in NMLS</i>, no further action is required after deleting the Other Trade Name in the Company Form (MU1).</p> <p><i>If you DO NOT have an ESB in NMLS</i>, you must convert your existing surety bond to NMLS via the submission of an ESB. To convert to ESB, you must first grant authority to your surety bond issuer in NMLS and then contact their surety bond producer to prepare their ESB. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the ESB process.</p> <p>Note: Companies holding this license are <i>required</i> to convert their existing surety bond to NMLS via the submission of an ESB by November 1st, 2018.</p>	Electronic Surety Bond in NMLS
<input type="checkbox"/>	<p>Return Original License: A company is required to return its current, original license to the issuing agency with a formal letter on company letterhead signed by an officer of the company outlining the changes requested.</p>	Mail to NV Division of Mortgage Lending Licensing Office

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Legal Status Amendment Items	Submitted via...
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Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

<input type="checkbox"/>	Change of Legal Status: Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. A notice of 30 days must be provided for this change.	NMLS
<input type="checkbox"/>	Change of Legal Status: \$50 per license (if a new hard copy license is issued) Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	Return Original License: A company is required to return its current original license to the issuing agency with a formal letter on company letterhead signed by an officer of the company outlining the changes requested.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Formation/Conversion Document: Submit copies of the new formation documents or conversion documents. This document should be named <i>Formation Documentation [Date of Creation (MM-DD-YYYY)]</i> .	Upload in NMLS: under " <u>Formation Document</u> " in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Control	Submitted via...
<input type="checkbox"/>	<p>Change of Control or Ownership: Submit an ACN through the Company (MU1) form in NMLS at least 30 days before any transfer, sale or conveyance of ownership interest that will result in a cumulative transfer of 25% or more of the licensee's ownership.</p> <p>Note: All changes in Direct Owners/Executive Officers must be entered in the <i>Direct Owners and Executive Officers</i> section of the Company Form (MU1). All changes in Indirect Owners must be entered in the <i>Indirect Owners</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Details of Change: Submit a written request on company letterhead providing details of the change of control.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Change in Control or Ownership Fee: \$500 Fees paid directly to the Licensing Office.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Change of Control Application: Contact the licensing office at 775-684-7060 to obtain the required application forms.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual: \$36.25 per person.</p>	NMLS (Filing submission)
<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 an FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> A Control Person means: (a) An executive officer, director, general partner, trustee, member, qualified employee or shareholder of a mortgage servicer, licensee or applicant; or (b) A person who is authorized to participate in direct or indirect control of the management or policies of a mortgage servicer, licensee or applicant. 	NMLS

Complete	NV Mortgage Servicer License Change of Control	Submitted via...
	<p><i>Executive Officers</i></p> <ul style="list-style-type: none"> An Executive Officer means an officer, manager, partner or managing member of a mortgage servicer, licensee or applicant. The term includes, without limitation, a chief executive officer, president, vice president, chief financial officer, chief operating officer, chief legal officer, controller or compliance officer, or a natural person who holds any similar position. <p><i>Shareholders</i></p> <ul style="list-style-type: none"> A Shareholder includes (1) any person that owns, or is authorized to vote directly or indirectly, any percentage of a class of voting securities or voting interests of a mortgage servicer, applicant or licensee if the mortgage servicer, applicant or licensee has fewer than 20 stockholders or owners, or (2) Any person that owns, or is authorized to vote directly or indirectly, 10 percent or more of a class of voting securities or voting interests of a mortgage servicer, applicant or licensee if the mortgage servicer, applicant or licensee has 20 or more stockholders or owners. <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), an appointment to be fingerprinted must be scheduled if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS. 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>Note: A Qualified Employee must (a) have at least 2 years of verifiable experience in the business of servicing mortgage loans within the immediately preceding 5 years (Resume and W-2s or 1099s required), (b) be designated by the licensee to act on behalf of the licensee and to supervise and control the conduct of the business of the licensee at only one location, (c) be employed and present at the location, and (d) have submitted to and successfully passed a background investigation.</p>	NMLS
<input type="checkbox"/>	<p>Designation of Qualified Employee: Mail the designation of QE form directly to the address above.</p> <p>Click here to download form.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Credit Report: Any new Qualified Employee is required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Qualifying Individual Resume/W-2s: Submit a resume and copies of W-2s or 1099s demonstrating the required experience.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual: \$36.25 per person.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the Qualified Employee is required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	NMLS

NMLS ID Number		
Licensee's Legal Name		
Complete	NV Mortgage Servicer License Addition or Removal of Branch Locations	Submitted via...
<input type="checkbox"/>	<p>Addition or Removal of Branch Locations: Submit an updated list of all branch locations who perform servicing activities not more than 10 days after the change. Include the complete address, designated qualified employee name, telephone number, fax number, and email address associated with each location.</p> <p>Note: A separate Qualified Employee must be designated at each new location, be listed in the QI section of the MU1, and (a) have at least 2 years of verifiable experience in the business of servicing mortgage loans within the immediately preceding 5 years (Resume and W-2s or 1099s required), (b) be designated by the licensee to act on behalf of the licensee and to supervise and control the conduct of the business of the licensee at only one location, (c) be employed and present at the location, and (d) have submitted to and successfully passed a background investigation.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Designation of Qualified Employee: Mail the designation of QE form directly to the address above.</p> <p>Click here to download form.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Credit Report: Any new Qualified Employee is required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Qualifying Individual Resume/W-2s: Submit a resume and copies of W-2s or 1099s demonstrating the required experience.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual: \$36.25 per person.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the Qualified Employee is required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	NMLS

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Modification of a Control Person Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of a Control Person: Submit an amendment for an addition or change in a Control Person within the Company Form (MU1) in NMLS.</p> <p>Note: All changes in Direct Owners/Executive Officers must be entered in the <i>Direct Owners and Executive Officers</i> section of the Company Form (MU1). All changes in Indirect Owners must be entered in the <i>Indirect Owners</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual: \$36.25 per person.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the individuals described in the Change of Control section are required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p>When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	NMLS

Complete	NV Mortgage Servicer License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	NMLS

Complete	NV Mortgage Servicer License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) 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” for a company or each control person. See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, remove the question from the associated Disclosure Explanation and provide an Amendment Reason. Select “Add Explanation for ‘No’ Responses” and provide an explanation for each response that changes from “Yes” to “No” for a company or each control person. In addition, upload a document (PDF) related to the explanation. See the Company Disclosure Explanations Quick Guide for instructions.	NMLS