MN Residential PACE Administrator Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS
- General Information
- Amendments

GENERAL INFORMATION

Instructions
Minnesota Commerce Department does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Uploading Agency-Specific Documents
If you are required to upload documents for an amendment that doesn’t require an Advance Change Notice, 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 Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact Financial Institutions Division licensing staff by phone at 651-539-1721 or send your questions via email to NonDepositoryInstitutions.Commerce@state.mn.us for additional assistance.

For U.S. Postal Service or Overnight Delivery:

Commerce Department
Financial Institutions Division
85 7th Place East, Suite 280
St. Paul, MN 55101

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
- Addition or Modification of Other Trade Name
- 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 | MN PACE Administrator Branch License
| Change of Branch Address Amendment Items | Submitted via... |
| □ | Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS. | NMLS |
| Complete | MN PACE Administrator Branch License
| Addition or Modification of Other Trade Name Amendment Items | Submitted via... |
| □ | **Addition or Modification of Other Trade Name:** Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 
**Note:** When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1). | NMLS |
| | **Trade Name/Assumed Name Registration Certificates:** Trade Name/Assumed Name Registration Certificates must be submitted related to this change type. 
Upload a file-stamped copy of the Certificate of Assumed Name issued by the Minnesota Secretary of State. | Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Branch Form (MU3). |
| Complete | MN PACE Branch License
| Deletion of Other Trade Name Amendment Items | Submitted via... |
| □ | **Deletion of Other Trade Name:** Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS. 
**Note:** 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). | NMLS |
| Complete | MN PACE Branch License
| Change of Branch Manager Amendment Items | Submitted via... |
| □ | **Addition or Modification of Branch Manager:** Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. | NMLS |
| Note | **Change of Branch Manager Fee:** $0 per license 
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
<p>| Note | <strong>Credit Report:</strong> Credit Reports and authorizations for credit report through NMLS are not required. | N/A |</p>
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<th>MN PACE Administrator Branch License Change of Branch Address Amendment Items</th>
<th>Submitted via...</th>
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**Note**

MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.

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<th>MN PACE Branch License Change to Branch Manager Disclosure Question(s) Amendment Items</th>
<th>Submitted via...</th>
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- **Change of Disclosure Question(s):** Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.

- **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 the Branch Manager.


- **Changing a Response from Yes to No:** 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 must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation.