Instructions

1. Amendments to your record that can be made through NMLS without pre-notification or pre-approval are detailed in the checklist below. The documentation to support these changes is required to be submitted to the agency within 5 business days of submission of your amendment filing through NMLS.

2. 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. You will be prompted to pay for any changes to your record that includes an amendment fee. The fields that generate an amendment fee charge through NMLS are noted below.

3. Department of Consumer Affairs charges amendment fees for the fields listed below through NMLS (all that apply are checked):
   - ☐ Change of Address $25 per license
   - ☐ Change of Other Trade Names $25 per license
   - ☐ Change of Branch Manager $25 per license

4. All fees collected through the NMLS ARE NOT REFUNDABLE.

5. Any Change of Name must also be reported on the applicable Form MU1.

6. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

   **For U.S. Postal Service:**
   South Carolina Department of Consumer Affairs
   P.O. Box 5757
   Columbia, SC  29250-5757

   **For Overnight Delivery:**
   South Carolina Department of Consumer Affairs
   293 Greystone Boulevard, 4th Floor
   Columbia, SC  29210
### ATTACHED | NOT APPLICABLE | ITEM
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☐ | ☐ | **DISCLOSURE QUESTIONS.** Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the Branch Manager.
☐ | ☐ | **SOUTH CAROLINA MORTGAGE BROKER FEE AGREEMENT.** Every licensed branch location must have and use a South Carolina Mortgage Broker Fee Agreement. Furnish a copy to the Department.
☐ | ☐ | **RESUME.** Provide a resume with branch managers work experience.

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**WHO TO CONTACT** – Contact South Carolina Department of Consumer Affairs licensing staff by phone at 803-734-4200 or send your questions via e-mail to [SCMortgageBroker@scconsumer.gov](mailto:SCMortgageBroker@scconsumer.gov) for additional assistance.

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**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 REQUESTS THROUGH THE NMLS. **SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**