SC Mortgage Broker Loan Originator Amendment Checklist (Individual)

CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMAION

Instructions

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

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 SC-DCA licensing staff by phone at 803-734-4249 or send your questions via email to SCMortgageBroker@scconsumer.gov for additional assistance.

For U.S. Postal Service:

SC Department of Consumer Affairs
Attn: Mortgage Broker
P.O. Box 5757
Columbia, SC 29250-5757

For Overnight Delivery:

SC Department of Consumer Affairs
Attn: Mortgage Broker
293 Greystone Blvd., Suite 400
Columbia, SC 29210

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
  - Sponsorship Change – $25. This fee will be paid by your employing company.
  - NMLS Sponsorship Change Processing Fee: $30
    - This fee will be waived for the initial sponsorship request for a license.
- Change of Residential Address
- Change of Legal Name
- Change of Disclosure Question(s)

Note: There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Only new sponsorship requests have a fee. 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.

Complete	SC Mortgage Broker Loan Originator Change of Employment Amendment Items	Submitted via…
☐	**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. **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 SC-DCA.	**NMLS**
☐	**Employment History:** Update the Employment History section of the Individual Form (MU4). Remember to end previous employment when adding new employment.	**NMLS**
☐	**Confirm Email Address:** Confirm that the email address listed in the following locations is current in NMLS: • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section	**NMLS**
☐	**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. **Note:** After access is granted, your new employer is required to submit a "Sponsorship" request to this agency. **Note:** Once the new "Sponsorship" request is accepted, your license status will be updated to Approved-Active 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 SC-DCA.	**NMLS**
☐	**Change of Sponsorship:** $25 per license **This fee will be paid by your employing company.** **NMLS Sponsorship Change Processing Fee:** $30 This fee will be waived for the initial sponsorship request for a license. Fees collected through NMLS are NOT REFUNDABLE. **Note:** The licensee's new registered employment location must be within a reasonable commuting distance to the applicant's residence. South Carolina law does not permit remote work by loan originators. **Note:** Before submitting a new sponsorship request, verify that a new license is	**NMLS**

Complete	SC Mortgage Broker Loan Originator Change of Employment Amendment Items	Submitted via…
	not required. Your new employment must be W-2 compensation for your current license type. If your new employment will be 1099 compensation, you must apply for a Mortgage Broker Qualified Loan Originator license (QMLO). The QMLO license is a restricted license with limitations on mortgage broker activity.	

Complete	SC Mortgage Broker Loan Originator Change of Residential Address Amendment Items	Submitted via…
☐	**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). **Note:** The licensee's registered employment location must be within a reasonable commuting distance to the applicant's residence. South Carolina law does not permit remote work by loan originators.	**NMLS**
☐	**Identifying Information Section: Update Mailing Address.** If your change of residence will also change your mailing address, this must be updated.	**NMLS**

Complete	SC Mortgage Broker Loan Originator Change of Legal Name Amendment Items	Submitted via…
☐	**Update Identifying Information Section:** If changing your legal name, you must update the *Identifying Information* section of the Individual Form (MU4).	**NMLS**

Complete	SC Mortgage Broker Loan Originator Change in Disclosure Question(s) Amendment Items	Submitted via…
☐	**Change in Disclosure Question(s):** Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	**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." See the Individual Disclosure Explanations Quick Guide and the Disclosure	**Upload in NMLS** in the *Disclosure Explanations* section of the Individual Form (MU4).

Complete	SC Mortgage Broker Loan Originator Change in Disclosure Question(s) Amendment Items	Submitted via…
	Explanations - Document Upload Quick Guide for instructions.	
☐	**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. You must select "Add Explanation for "No" Responses" and provide an explanation for each response that changes from "Yes" to "No". See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	**NMLS**