Instructions

1. If changing employment the Qualified Loan Originator must complete or be aware of the following:
   - You must update the employment section of Form MU4.
   - 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
   - You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
   - Your license status will be updated to “Approved-Inactive” until we receive a “Sponsorship” request from your new employer.
   - You do not have the authority to originate under the “Approved-Inactive” license status.
   - You must provide your new employer access to your NMLS record
   - You must request a Mortgage Loan Originator License if you are changing employers.
   - Your new employer is required to submit a “Sponsorship” request to this agency.
   - Once the new “Sponsorship” request is accepted, your license status will be updated to “Approved” and you will be authorized to conduct business.
   - You are required to surrender your license through NMLS.

Quick Guides are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

2. If changing residence the Qualified Loan Originator must update the residential history section of Form MU4.

3. When changing employment, your new employer is required to submit a sponsorship request through NMLS for approval. You are not authorized to conduct business until the sponsorship request from your new employer is approved by the South Carolina Department of Consumer Affairs.

4. There are no amendment fees for changes made to Form MU4 through NMLS.

5. 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
NMLS Unique ID Number: ________________
Applicant Legal Name: ______________________________________

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<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>ITEM</th>
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<td>☐</td>
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<td>LEGAL DOCUMENTS (For change of name only) – Provide a copy of the appropriate legal document which supports the name change (e.g.: marriage certificate, divorce decree).</td>
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<td>DISCLOSURE QUESTIONS Provide complete details of any answers changed to “Yes” regarding the Disclosure questions.</td>
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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 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 REQUESTS THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.