



KY Student Loan Servicer License Amendment Checklist (Branch)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, the Kentucky Department of Financial Institutions requires advance notification for some changes. See the checklist below for details.
in the checklist below.

Uploading Agency-Specific Documents

If you are 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 you are 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 Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact Non-Depository licensing staff by phone at (502) 573-3390 or send your questions via email dficpdlcensing@ky.gov additional assistance.

For U.S. Postal Service:

Kentucky Department of Financial Institutions
Non-Depository Division
500 Mero Street 2SW19
Frankfort, KY 40601

For Overnight Delivery:

Kentucky Department of Financial Institutions
Non-Depository Division
500 Mero Street 2SW19
Frankfort, KY 40601

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](#)

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	KY Student Loan Servicer License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 10 days notice must be provided for this change.	NMLS
Note	Change of Branch Address: \$0 per license	N/A

Complete	KY Student Loan Servicer License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input data-bbox="138 367 178 409" type="checkbox"/>	<p>Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	<p>NMLS</p>
<p>Note</p>	<p>Addition of Other Trade Name Fee: \$0 per license</p>	<p>N/A</p>

Complete	KY Student Loan Servicer License Deletion of Other Trade Name Amendment Items	Submitted via...
<input data-bbox="138 506 180 548" type="checkbox"/>	<p>Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>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).</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1).</p>	<p>NMLS</p>