Instructions

When making changes to your record in NMLS, Tennessee requires advance notification for some changes, see checklist below for details

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
   a. In the NMLS document upload section; you must select Advance Change Notice for document type.
   b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific advance change notice event you must mail document(s) directly to the Tennessee Department of Financial Institutions.

2. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
   a. In the NMLS document upload section, select the applicable document type.

3. If you are required to provide document(s) and/or fee(s) outside of NMLS:
   a. You must mail the document(s) and/or fee(s) along with the checklist within 5 business days to the following address:

   For U.S. Postal Service or Overnight Delivery:
   Tennessee Department of Financial Institutions
   Compliance Division
   Tennessee Tower, 26th Floor
   312 Rosa L. Parks Avenue
   Nashville, TN 37243
**FILED IN NMLS** | **ATTACHED** | **NOT APPLICABLE** | **REQUIRED ADVANCE CHANGE NOTICE ITEM**
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[ ] | N/A | [ ] | **CHANGE OF BRANCH ADDRESS.** Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. **5 days’** notice must be giving for this change.

[ ] | N/A | [ ] | **ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S).** Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form through NMLS. **30 days’** notice must be giving for this change.

[ ] | N/A | [ ] | **DISCLOSURE QUESTIONS.** Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure Questions and upload a copy of any applicable orders or documents.

**WHO TO CONTACT** – Contact [the Tennessee Department of Financial Institutions](mailto:askmortgage.licensing@tn.gov) licensing staff by phone at 615-253-6714 or send your questions via e-mail to askmortgage.licensing@tn.gov for additional assistance.

**THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING.** THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.