



# Virginia Mortgage Loan Originator License Amendment Checklist (Individual)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### 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 the Virginia Bureau of Financial Institutions licensing staff by phone at (804) 371-9690 or send your questions via email to [mortgagelicensing@scc.virginia.gov](mailto:mortgagelicensing@scc.virginia.gov) for additional assistance.

#### *For U.S. Postal Service:*

*Virginia Bureau of Financial Institutions  
MLO Licensing Unit  
P.O. Box 640  
Richmond, Virginia 23218-0640*

#### *For Overnight Delivery:*

*Virginia Bureau of Financial Institutions  
MLO Licensing Unit  
1300 E. Main Street, Suite 800  
Richmond, Virginia 23219*

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](#)
  - 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 Disclosure Question\(s\)](#)
- [Change of Legal 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.

NMLS ID Number	
Licensee Legal Name	

Complete	Virginia Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>End Company Relationship:</b> 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 <a href="#">Removing Access &amp; Ending Relationships Quick Guide</a>.</p>	NMLS
<input type="checkbox"/>	<p><b>Employment History:</b> Update the Employment History section of the Individual Form (MU4).</p>	NMLS
<input type="checkbox"/>	<p><b>Confirm Email Address:</b> Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> <li>• Home Tab&gt;My Account&gt;Update User Profile</li> <li>• Filing Tab&gt;Individual&gt;Identifying Information section</li> </ul>	NMLS
<input type="checkbox"/>	<p><b>Grant Company Access:</b> If your new employer is a Virginia licensed mortgage lender/broker or an entity that is a registered exempt mortgage company in Virginia, grant your new employer access to your NMLS record to allow creation of new relationship/sponsorship. For instructions on completing this action, see the <a href="#">Providing Access to a Company Quick Guide</a>.</p>	NMLS
<input type="checkbox"/>	<p><b>Company Sponsorship:</b> If you are employed by a Virginia licensed mortgage lender or broker, a sponsorship request must be submitted by your employer. Virginia will review and accept or reject the sponsorship request.</p> <p>If you are employed by an entity that is a registered exempt mortgage company in Virginia, your employer has the option to request sponsorship of your license in lieu of filing an Employment Verification Form outside of NMLS.</p> <p><b>NMLS charges a \$30 processing fee for sponsorship requests.</b> This fee will be waived for the initial sponsorship request for a license. Fees collected through NMLS are NOT REFUNDABLE.</p>	NMLS
<input type="checkbox"/>	<p><b>Employment Verification Form (<i>not applicable if your new employer is a Virginia licensed mortgage lender or broker</i>):</b> Must be submitted if your employer is exempt from licensing pursuant to Chapter 16 of Title 6.2 of the Code of Virginia <u>and</u> the employer has not requested sponsorship of your license through NMLS. <a href="#">Click to download Employment Verification Form (CCB-8815)</a>.</p>	Mail to the Virginia Bureau of Financial Institutions

Complete	Virginia Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Update Residential History Section:</b> 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).	<b>NMLS</b>

Complete	Virginia Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change in Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes.”  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> 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.  <b>Optional:</b> If you wish to provide a more detailed explanation as to why you changed your answer, select “Add Explanation For ‘No’ Responses” and provide an explanation for each response that changes from “Yes” to “No.” You may also upload a document (PDF) related to the explanation.  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>NMLS</b>

NMLS ID Number	
Licensee Legal Name	

Complete	Virginia Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Legal Documents:</b> Provide a copy of the legal document (Marriage Certificate, Divorce Decree, etc.) which supports the name change.	<b>Email Virginia Bureau of Financial Institutions:</b> <a href="mailto:mortgagelicensing@scc.virginia.gov">mortgagelicensing@scc.virginia.gov</a> <b>OR</b> <b>Mail to Virginia Bureau of Financial Institutions</b>