Instructions

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

Fees

1. Wyoming collects amendment fees for the following changes through NMLS during filing:
   - Change of Address $50 per license
   - Change of Name $50 per license
   - Change of Other Trade Names $50 per license
   - FBI Criminal Background Check Authorization Fee: $36.25 per control person.

2. All fees collected through NMLS ARE NOT REFUNDABLE.

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 Wyoming Division of Banking.

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) outside of NMLS:
   a. You must mail the document(s) along with the checklist within 5 business days to the following address:

   For U.S. Postal Service or Overnight Delivery:
   Wyoming Division of Banking
   2300 Capitol Avenue, 2nd Floor
   Cheyenne, WY 82002
**FILED IN NMLS** | **ATTACHED** | **NOT APPLICABLE** | **REQUIRED ADVANCE CHANGE NOTICE ITEM**
--- | --- | --- | ---
☐ | N/A | ☐ | **CHANGE OF LEGAL NAME.** Submit an ACN for a Change of Legal Name through the Company (MU1) form through NMLS. 30 Day notice must be given for this change.

☐ | N/A | ☐ | **CHANGE OF LEGAL STATUS.** Submit an ACN for a change of Legal Status within the Company (MU1) Form through NMLS. 30 day notice must be given for this change.

☐ | N/A | ☐ | **DOCUMENT REQUIRED FOR ACN OF CHANGE OF LEGAL STATUS:**
Upload copies of the following proposed documents:
- The Corporate Charter or Articles of Incorporation (if a corporation), or
- The Articles of Organization and Operating Agreement (if a Limited Liability Company), or
- The Partnership Agreement (if a partnership of any form).

☐ | N/A | ☐ | **ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS.** Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form through NMLS. 60 day notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form.

☐ | N/A | ☐ | **MU2 Individual FBI Criminal Background Check Requirements:** When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. $36.25 FBI Criminal Background Check fee will be charged per FBI CBC authorization.

**Direct Owners**
- Any person occupying this position is deemed a control person for the company and is required to submit a CBC.

**Executive Officers**
- Any person occupying this position is deemed a control person for the company and is required to submit a CBC.

**Indirect Owners**
- Any person occupying this position is deemed a control person for the company and is required to submit a CBC.

**Qualifying Individuals**
- Any person occupying this position is deemed a control person for the company and is required to submit a CBC.

After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must
schedule an appointment to be fingerprinted if new prints are required. See the Quick Guides - Company section of the NMLS Resource Center for more information.

**Note:** If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED AMENDMENT ITEM</th>
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<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>SURETY BOND RIDER: Contact the surety bond producer to inform them of the legal name change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the NMLS Resource Center for more information.</td>
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<tr>
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<td>N/A</td>
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<td>SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION.</td>
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<td>a. Corporations; provide a Certificate of Good Standing dated not more than 30 days from the filing of this application issued by the Wyoming Secretary of State (307-777-7311).</td>
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<td>b. Limited liability company; provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than 30 days from the filing of this application issued by the Wyoming Secretary of State.</td>
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<td>c. Limited partnership; provide a Certificate of Good Standing for the Limited Partnership from the Wyoming Secretary of State.</td>
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<td>N/A</td>
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<td>CHANGE IN SURETY BOND PROVIDER/PRODUCER: Licensees must first grant authority to the NEW surety bond producer in NMLS. Then, contact the NEW surety bond producer to prepare their electronic surety bond. Visit the NMLS Resource Center for more information.</td>
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<td>N/A</td>
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<td>CREDIT REPORT: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before the license request for your company can be filed through NMLS.</td>
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<td>N/A</td>
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<td>CHANGE IN ENTITY NAME: Upload a certified copy of:</td>
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<td>N/A</td>
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<td>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.</td>
</tr>
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</table>

**WHO TO CONTACT** – Contact the Wyoming Division of Banking licensing staff by phone at 307-777-2425 or send your questions via e-mail to Brenda.fanning@wyo.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.**