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 Other Trade Names $50 per license
   - FBI Criminal Background Check Authorization Fee: $36.25 per branch manager.

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 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 and Overnight Delivery:

   Wyoming Division of Banking
   2300 Capitol Avenue, 2nd Floor
   Cheyenne, WY 82002
### Required Advance Change Notice Item

**CHANGE OF BRANCH ADDRESS.** Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. 30 days’ notice must be giving for this change.

### Required Amendment Item

**MU2 Individual FBI Criminal Background Check Requirements:** When added to the Branch Form (MU3), the following individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.

- **Branch Managers**
  - Any person occupying this position for Wyoming is required to submit a CBC.

After the authorization of the FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted.

See the [Quick Guides - Company section](https://www.nmls.com) 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.

**CHANGE OF BRANCH MANAGER.** Authorize a credit report through NMLS. The Branch Manager will be required to complete an Identity Verification Process (IDV) along with an individual attestation before the change can be filed through NMLS.

**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 *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.

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**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.**