



## AMENDING FORM MU1, MU2 and MU3 IN NMLS


*This Quick Guide is intended for **state licensing** purposes. If you are a Federal Institution please see Federal Registry Quick Guides.*

There are various times that MU Forms may require amendment:

- As revisions are required by one or more regulators
- As information in your record changes
- As owners/executive officers join or leave your company
- As actions occur that require disclosure questions to be updated
- As ownership or control of your company changes
- As branch managers are replaced


Many revisions require only the update of information on the appropriate MU Form in NMLS. Other revisions may require pre-notification to a regulator or the submission of additional documentation in addition to an amendment filing in NMLS. The State Licensing Requirements Page on the NMLS Resource Center includes Amendment Checklists for each license type in NMLS. Review of the appropriate checklist will provide you with the instructions you need in order to proceed.

To make the change on the applicable MU Form in NMLS, follow the steps below:

1. Log into your NMLS account.
2. Proceed to the  Tab.
3. Select the appropriate MU Form (MU1 for company, MU3 for branch and Individual for MU4).
4. Select **Create New Filing**.

**Note:** If you do not see the “Create New Filing” button, you may already have a pending filing and you will need to select the edit icon to continue editing your MU1 or the red (✗) to delete the pending filing that is outstanding.

5. Enter the section of the MU Form on the left navigation panel that needs to be amended and save any changes.

**Note:** If you need to change a control person or qualifying individual, select that section of the form and select the edit icon () of the individual you wish to amend or delete. The information can then be edited or deleted by selecting “Delete” at the bottom. To add a new individual in that section, select “Add Individual” and enter the appropriate information. If you need to change a branch manager, select the delete icon (✗) of the individual currently listed and then select “Add” to add the correct individual.

6. Proceed to the Completeness Check and Submit section.

**Note:** Some agencies charge an amendment fee when certain information changes. The amendment checklist(s) will provide a complete list of fees.

7. If all completeness checks pass, review the attestation language, attest and submit.
8. To check your license status, enter the Tasks Tab or Composite View.

If you need additional assistance, call the NMLS Call Center at 240-386-4444.