



Amendments Jurisdiction-Specific Requirements



ALASKA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. File all amendments through NMLS. Only a Change in Loan Originator's legal name requires additional item(s) sent to the State of Alaska outside of NMLS.
2. Alaska does not charge fees for amendments at this time.
3. When changing employers, the following applies;
 - You must update the employment section of Form MU4.
 - Confirm that the email address listed in the following locations is current in NMLS;
 - Home Tab>My Account>Update User Profile
 - Filing Tab>Individual>Identifying Information
 - You must terminate the "Relationship" with your former employer in NMLS if the company has not already done so.
 - Your license status will be updated to "Approved –Inactive" until we receive a "Sponsorship" request from your new employer.
 - You do not have the authority to originate under the "Approved – Inactive" license status.
 - You must provide your new employer access to your NMLS record
 - Your new employer is required to submit a "Sponsorship" request to this agency.
 - Once the new "Sponsorship" request is accepted, your license status will be updated to "Approved or Approved – Conditional" and you will be authorized to conduct business. You are required to return your license to this agency.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

4. If changing residence address, Loan Originator must update residence address on MU4 as well as residence address history section through NMLS.
5. Filing an amendment through the NMLS does **not** authorize you to conduct business with the changes requested. You must receive authorization from the Division of Banking & Securities before conducting business with the changes requested.
6. The applicant's NMLS Unique Identifier must be written on the upper right-hand corner of every hard copy document submitted to the Department.
7. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service and Overnight Delivery:

State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
550 W. Seventh Avenue, Suite 1940
Anchorage, Alaska 99501

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE OF LEGAL NAME: Provide a copy of the legal document(s) authorizing the change in legal name.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions.

WHO TO CONTACT – Contact Alaska *Division of Banking & Securities* licensing staff by phone at 907-269-4594 or send your questions via e-mail to mortgagelending@alaska.gov for additional assistance.

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