



## Amendments Jurisdiction-Specific Requirements



# ALABAMA MORTGAGE LOAN ORIGINATOR LICENSE

## Instructions

1. File all amendments through NMLS.
2. The fee for amending your sponsorship will be \$25.00 plus the NMLS processing fees.
3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
4. When changing employers, the following applies:
  - a. You must update the employment section of Form MU4.
  - b. Confirm that the email address listed in the following locations are current in NMLS; [Home Tab > My Account > Update User Profile] and [Filing Tab > Individual > Identifying Information].
  - c. You must terminate the “Relationship” with your former employer if the company has not already done so.
  - d. Your license status will be updated to Pending-Incomplete until we receive a “Sponsorship” request from your new employer.
  - e. You do not have the authority to originate under the Pending-Incomplete status.
  - f. You must provide the new employer access to your NMLS record.
  - g. Your new employer is required to submit a “Sponsorship” request to this agency.
  - h. Once the new “Sponsorship” request is accepted, your license status will be updated to Approved and you will be authorized to conduct business.
  - i. You are required to return your original license, sponsored by your former employer, 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.

5. If the company location where you are working is changed then you must update your information within the NMLS. You will need to be sure that the company has submitted the address amendment for the company license prior to submitting your mortgage loan originator amendment.
6. If changing residence address, the mortgage loan originator must update residence address on MU4 as well as residence address history section through NMLS.
7. Filing an amendment on your MU4 through the NMLS does **not** authorize you to conduct business with the changes requested. You must receive authorization from the Alabama State Banking Department before conducting business with the changes requested.
8. The applicant’s NMLS Unique Identifier and Alabama Mortgage Loan Originator License number must be written on every hard copy document submitted to the Department.

9. Jurisdiction-specific requirements should be completed first, as identified on the checklist below, since they must be received with this checklist within 5 business days of the electronic submission of your amendments through the NMLS. Jurisdiction-specific requirements should be mailed to one of the following addresses:

<i>For U.S. Postal Service:</i>	<i>For Overnight Delivery:</i>
State Banking Department of Alabama Bureau of Loans P. O. Box 4600 Montgomery, AL 36103-4600	State Banking Department of Alabama Bureau of Loans 401 Adams Avenue Suite 680 Montgomery, AL 36104

NMLS Unique ID Number: \_\_\_\_\_

Alabama Mortgage Loan Originator License Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>CHANGE OF LEGAL NAME:</b> Provide a copy of the legal document(s) authorizing the change in legal name.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIGINAL LICENSE:</b> Return original license issued by the State of Alabama for any amendment that affects the face of the license (name, address, or change of sponsoring company).

**WHO TO CONTACT** – Contact the State Banking Department mortgage licensing staff by phone at 334-242-3452 or send your questions via e-mail to [diana.anderson@banking.alabama.gov](mailto:diana.anderson@banking.alabama.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.