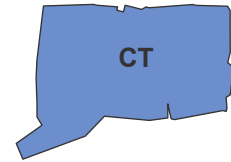




Amendments Jurisdiction-Specific Requirements



CONNECTICUT MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Loan Originators are required to promptly notify Connecticut through the NMLS of any changes in the information that was previously provided to Connecticut through the NMLS.
2. In addition to the NMLS notice, the following amendments require items to be sent directly to Connecticut, outside the NMLS:
 - Change in response to any Disclosure Questions
 - Name Change
3. With each **change of employment**, “Sponsorship” request must be submitted on behalf of each Loan Originator. Please follow the steps below:
 - 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 “Sponsorship” request from your new employer is received. You do not have the authority to originate under the “**Approved-Inactive**” license status.
 - 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
 - Update the contact information of Form MU4.
 - Update the employment section of Form MU4.
 - 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” and you will be authorized to conduct business.

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

4. Connecticut does not charge fees for any amendments; however, NMLS charges \$30 processing fee for each new "Sponsorship" request.
5. All fees are collected through NMLS and ARE NOT REFUNDABLE.
6. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your filing through the NMLS at the following:

Connecticut Department of Banking
 Consumer Credit Division
 260 Constitution Plaza
 Hartford, CT 06103

NMLS Unique ID Number: _____

Applicant Legal Name: _____

THIS CHECKLIST SHOULD ONLY BE USED WHEN SUBMITTING DOCUMENTATION RELATED TO THE AMENDMENTS LISTED BELOW. (PLEASE DO NOT MAIL THE CHECKLIST IF YOU ARE NOT SUBMITTING ANY DOCUMENTATION TO THE STATE.)

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details, in writing, of all events or proceedings for each "Yes" answer in response to the Disclosure Questions on Form MU4. Include official court documents for any judgment(s) or felony or misdemeanor conviction(s). Include all related documents for any judgment(s) or lien(s) including evidence of payment.
<input type="checkbox"/>	<input type="checkbox"/>	NAME CHANGE. Provide a copy of legal documents which support the name change (e.g.: marriage certificate, divorce decree).

NOTE: All supporting documentation along with the checklist can be emailed to the licensing staff listed below.

WHO TO CONTACT – Contact Consumer Credit Division licensing staff:

- Jessica Milo at 860-240-8158 or jessica.milo@ct.gov or
- Petra-Ann Clarke at 860-240-8284 or petra-ann.brown@ct.gov

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE LOAN ORIGINATION ACTIVITY IN THE STATE OF CONNECTICUT UNTIL YOU HAVE OBTAINED LICENSURE IN CONNECTICUT