



Amendments Jurisdiction-Specific Requirements



DISTRICT OF COLUMBIA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Licensees are responsible for notifying the Department of Insurance, Securities and Banking (DISB) of any material changes that would be necessary for DISB to provide effective oversight and supervision of the licensee. Such information would include, but not be limited to, changes to licensee's legal name, address, contact information, employer, termination of sponsorship and any other material information.
2. Amendments must be reported to DISB on a timely basis to ensure that the licensee is operating in compliance with all applicable District of Columbia laws and regulations. Penalties may be assessed for noncompliance.
3. All amendments to a mortgage loan originator's license must be reported to DISB through the NMLS on Form MU4.
4. For a change in employers of the licensee, 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- Deficient" until we receive a "Sponsorship" request from your new employer.
 - You do not have the authority to originate under the "Approved- Deficient" 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" and you will be authorized to conduct business.
5. Any change in responses to disclosure questions require the submission of items to DISB outside the NMLS via e-mail or regular mail.
6. Sponsorship changes must be reported to DISB via the NMLS. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#). The change in sponsorship fee of \$30 will be collected with the filing of the request through the NMLS.
7. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
8. Amendment requests should **not** be electronically submitted to DISB until ALL information is complete and ALL required materials are available to be submitted along with the checklist below. In addition, the licensee's NMLS Unique ID Number must be written on the top right-hand corner of every hardcopy document to be submitted to DISB.

9. 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 amendment request through the NMLS at the following address:

For E-mail Delivery

Bankingbureau@dc.gov

For U.S. Postal Service and Overnight Delivery:

Department of Insurance, Securities and Banking
Banking Bureau
810 First Street, NE, Suite #701
Washington, D.C. 20002

NMLS Unique ID Number: _____

Licensee's Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS.</p> <p>Provide complete details of all events or proceeding for any "Yes" answer to any of the Disclosure questions. To the extent possible, provide a copy of any applicable orders or documents.</p>

WHO TO CONTACT – Contact DISB licensing staff by telephone at **(202) 727-8000** or send your questions via e-mail to bankingbureau@dc.gov for additional assistance. Technical support questions should be directed to the NMLS Call Center at (240) 386-4444.

THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

THE FILING OF AN AMENDMENT THROUGH THE NMLS DOES **NOT** AUTHORIZE THE LICENSEE TO CONDUCT BUSINESS WITH THE CHANGES REQUESTED. THE TRANSACTION MUST BE APPROVED BY DISB BEFORE CONDUCTING BUSINESS WITH THE CHANGES REQUESTED.