



## Amendments Jurisdiction-Specific Requirements



### DISTRICT OF COLUMBIA MORTGAGE BROKER LICENSE

#### Instructions

1. Licensees are responsible for notifying the Department of Insurance, Securities and Banking (DISB) of any material changes to the licensed entity 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 or trade name, address, contact information, ownership, business structure, registered agent, office closures, amendments to or termination of surety bonds and any other material information. **Note:** If the company structure changes, (i.e. sole prop to Inc. or LLC to Inc. or Tax ID Number changes etc.) a new application must be completed in order to operate on an authorized basis. The current company would need to be closed/terminated on NMLS and your license would need to be surrendered.
2. 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.
3. Amendments must be reported to DISB on a timely basis to ensure that the licensed entity is operating in compliance with all applicable District of Columbia (District) laws and regulations. Penalties may be assessed for noncompliance.
4. For information on how to amend your company's legal name or trade name on record in the District, you may contact the District's Department of Consumer and Regulatory Affairs (DCRA) at (202) 442-4432, or visit their website at [www.dkra.dc.gov](http://www.dkra.dc.gov). *Note that DISB will verify any changes to a company's name with DCRA.*
5. Amendment transactions that require the submission of materials to DISB outside the NMLS must be accompanied by a written request on company letterhead and executed by an authorized principal officer of the licensed entity.
6. The following Amendments require instructions or items sent to DISB outside the NMLS:
7. Amendment fees are:  Change of Address - **\$100.00** per license  
 Change of Name - **\$100.00** per license  
 Change in Control - **\$500.00 Payable to DC Treasurer outside NMLS**  
 Change of Control Person - No Fee  
**(Check all of the above that apply)**
8. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
9. 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 applicant's NMLS Unique ID Number must be written on the top right-hand corner of every hardcopy document to be submitted to DISB.
10. Any Change of Address, Change of Name or change in Control Person must also be reported on the applicable Form MU1 and Form MU2.

11. 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 address:

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: \_\_\_\_\_

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF LEGAL NAME.</b></p> <ol style="list-style-type: none"> <li>1. Submit a certified copy of the amended Articles of Incorporation (if a Corporation); the Articles of Organization (if a Limited Liability Company); or the Partnership Agreement (if a Partnership of any form).</li> <li>2. Submit an executed original copy of the Authority for Release of Information form attached below reflecting the licensee’s new legal name. <a href="#">Click to download form.</a></li> <li>3. Submit an <b>original</b> bond or rider to the existing bond reflecting the licensee’s new legal name. The name of the principal insured on the bond must match exactly the new Full Legal Name of the licensee and must include its trade name, if applicable. If a new bond is issued, there should be no lapse in coverage.</li> <li>4. Return the original license issued by DISB.</li> </ol> <p><b>Reminder:</b> If the company structure changes (i.e. sole prop to Inc. or LLC to Inc. or Tax ID Number changes etc.) a new license application (Form MU1) must be completed in order to operate on an authorized basis.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>REQUEST TO ADD AND/OR DELETE A TRADE NAME OR D/B/A NAME.</b></p> <ol style="list-style-type: none"> <li>1. Submit an <b>original</b> bond or rider to the existing bond reflecting the licensee’s new trade name or deletion of the existing trade name. If a new bond is issued, there should be no lapse in coverage.</li> <li>2. Submit an executed original copy of the Authority for Release of Information form attached below reflecting the licensee’s new trade name or deletion of the existing trade name.</li> <li>3. Return the original license issued by DISB.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF ADDRESS.</b></p> <ol style="list-style-type: none"> <li>1. Submit an <b>original</b> bond or rider to the existing bond reflecting the licensee’s</li> </ol>

		<p>new address. If a new bond is issued, there should be no lapse in coverage.</p> <p>2. Return the original license issued by DISB.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>OTHER AMENDMENTS THAT REQUIRE LICENSEES TO SUBMIT MATERIALS TO DISB OUTSIDE THE NMLS.</b></p> <p>1. Change in surety bond provider: Submit an <b>original</b>, fully executed surety bond furnished by a surety company authorized to conduct business in the District. There should be no lapse in surety coverage.</p> <p>2. Change in the amount of an existing bond: Submit an original, fully executed surety bond rider.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE IN MANAGEMENT OR CONTROL PERSON(S).</b></p> <p>A change to any Control Person of a licensee must be reported as an Amendment on the <b>Form MU1</b> filing with a new <b>Form MU2</b> submitted through the NMLS. In addition, licensees must submit the following on behalf of the applicable Control Person(s):</p> <p>1. An executed copy of the <b>original</b> Authority for Release of Information form for each applicable Control Person. <a href="#">Click to download form.</a></p> <p>2. Complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions on Form MU2. To the extent possible, provide a copy of any applicable orders or pertinent documents.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ACQUISITION OR CHANGE IN CONTROL.</b></p> <p>1 Certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.</p> <p>2 Financial statements for the acquiring entity in accordance with Generally Accepted Accounting Principles (GAAP). Financial statements should include, but not be limited to, a balance sheet, income statement, statement of cash flows and all relevant notes thereto, for the current year to date through the most recent quarter ending date and for the preceding fiscal year.</p> <p>3 A brief description of the acquisition transaction. Include pre and post organization charts detailing ownership and operating management structure.</p> <p>4 Information on any proposed changes to the licensee’s marketing strategy, products and service offerings for District consumers.</p> <p>5 <b>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE (For each Control Person).</b> Provide an executed <b>original</b> copy of the release form attached below. <a href="#">Click to download form.</a></p> <p>6 On company letterhead, provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the company and any Control Person on forms MU1 and MU2. To the extent possible, provide a copy of any applicable orders or documents.</p> <p>7 A check payable to DCRA for \$500.00.</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](mailto:bankingbureau@dc.gov) for additional assistance. Technical support questions should be directed to the NMLS Call Center at (240) 386-4444.

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.

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.