



## Amendments Jurisdiction-Specific Requirements



### DELAWARE MORTGAGE LOAN ORIGINATOR LICENSE

#### Instructions

1. File any Amendments in NMLS through the Filing Tab and through Form MU4.
  - For employment changes -
    - Go to the licensee lists on [www.banking.delaware.gov](http://www.banking.delaware.gov) and see if your new employer and work location are licensed in Delaware.
    - Update the employment section of Form MU4 and submit
    - 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
2. There are no fees for amendments.
3. Send nothing to Delaware for amendments. We may request additional information upon review of your amendment request. Watch your e-mail for such requests.

For U.S. Postal Service:

State of Delaware  
Office of the State Bank Commissioner  
555 E. Loockerman Street  
Suite 210  
Dover, DE 19901

For Overnight Delivery:

State of Delaware  
Office of the State Bank Commissioner  
555 E. Loockerman Street  
Suite 210  
Dover, DE 19901 p

**WHO TO CONTACT** – Contact Bank Commissioner’s Office licensing staff by phone at 302-739-4235 or send your questions via e-mail to [carole.hoffecker@state.de.us](mailto:carole.hoffecker@state.de.us) for additional assistance.

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