



## Amendments Jurisdiction-Specific Requirements



# GEORGIA BRANCH APPROVALS

### Instructions

1. The following actions require MU3 branch record amendments, along with certain notification and documentation required to be submitted to the Georgia Department of Banking & Finance. See checklist for specifics.
  - **Change in Branch Manager** – Amend MU3 for change and file an MU2 on the new manager. Documents noted below for change in management/control persons must be submitted.
  - **Other Changes** – Require change in Form MU3 by creating an amendment filing in NMLS: Records location, Address or contact changes of Branch locations, Branch Closings. Changes require 15 or 30 day notification after change.
2. The entity's NMLS Unique Identifier must be written on the upper right-hand corner of every hard copy document submitted to the Department.
3. The application should not be filed until all required documentation is complete and ready for submission. The Department may not accept or process materially incomplete filings/applications. Applicants submitting incomplete applications will have submitted materials returned to the applicant without processing and will be notified of that action through the system. The Department will review the filing and communicate with you through NMLS, at which time any required documents will be requested. To review your status in NMLS, click the Tasks tab and click Work List.
4. 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 application through the NMLS at the following:

For U.S. Postal Service and Overnight Delivery:

Georgia Department of Banking & Finance  
NDFI Division  
2990 Brandywine Road  
Suite 200  
Atlanta, GA 30341-5565

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

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

ATTACHED	NOT APPLICABLE	BRANCH MANAGER CHANGES
<input type="checkbox"/>	<input type="checkbox"/>	<b>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE.</b> Provide an executed original copy of the <u>Background Check Authorization Form</u> consenting to a criminal history record check on any NEW proposed control persons or branch manager changes of the applicant <a href="#">Click to download form</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FINGERPRINT CARDS.</b> Fingerprint processing is now available statewide through the Georgia Applicant Processing Services (GAPS). License and registration applicants who need to provide the Department with fingerprints for owners, officers and control persons, or for employees who may require the submission of fingerprint cards as a result of incomplete or questionable background check processing may now use the GAPS service. Out-of-state applicants without access to a Georgia GAPS location may still request fingerprint cards for submission directly to the Department. In-State applicants <b>should</b> use a GAPS location if possible. For more information and instructions/links for either application, click on the following link:  http://dbf.georgia.gov/00/channel_title/0,2094,43414745_46385619,00.html#GAPS  Both GAPS forms are fillable for completion and return to the Department. Requests for HARD-COPY fingerprints may be made on-line and will be handled generally on the next business day.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CURRENT CREDIT REPORT</b> A report obtained within the last six months must be submitted all NEW control persons. Any credit report filed with this department containing tax liens, judgments, bankruptcies or charged off credit will likely cause the processing of the application to be delayed, or possibly cause the application to be denied. Slow credit or bankruptcies, which have not been dismissed, will require satisfactory explanation. Tax liens and judgments must be paid before an application can receive favorable review, along with proof of settlement. This <u>authorization remains effective as long the individual is employed in the mortgage industry.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PHOTO ID.</b> Submit MU2 photo ID page on all new control persons.  <a href="#">Click to download form</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceeding for any "Yes" answer to any of the Disclosure questions for any Control Person and provide a copy of any applicable orders or documents.

**WHO TO CONTACT** – Contact the *NDFI licensing* staff by phone at 770-986-1136 or send your questions via e-mail to [newapps@dbf.state.ga.us](mailto:newapps@dbf.state.ga.us) for additional assistance.

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