



**Amendments**  
Jurisdiction-Specific Requirements



**GEORGIA MORTGAGE LOAN ORIGINATOR LICENSE**

**Instructions**

1. Amendment fees are:     Change of Address - No Fee  
                                    Change of Name - No Fee

**(Check all of the above that apply)**

2. All fees are collected through the NMLS and ARE NOT REFUNDABLE.  
 3. Any Change of Address or Change of Name must also be reported on the Form MU4.  
 4. When changing employers, 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 and 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 new employer is required to submit a “Sponsorship” request to this agency.
  - Send a new Bond Designation form if new sponsor will cover you under their bond.
5. 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:

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	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND RIDER. (For change of address or change of name only) -</b> Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable if individual has own bond.

<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new Control Person or any new Manager.
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**WHO TO CONTACT** – Contact 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.

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 THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.