



Amendments
Jurisdiction-Specific Requirements



IDAHO EXEMPT ENTITY REGISTRATION

Instructions

1. The following amendments require instructions or items sent outside the NMLS:
2. Idaho does not charge fees for amendments at this time.
3. Address changes must be provided to the Department in writing fifteen (15) days prior to the move. To be considered an address change and not a new registration, the entire operation, functions and personnel of the existing location must be relocating to the new location. The distance of the move must be a reasonable commute to the existing registered location. Changes to the MU1 are to be filed effective the date of the address change and should include any changes to mailing addresses, phone numbers, fax numbers, email, etc.
4. Changes of Legal Entity Name or any “dba” or “fictitious business name” must be filed through the NMLS and approved by the Department prior to usage in any advertising or transactions in Idaho.
5. Changes in any Control Person (addition, deletion or change of information), Qualifying Individual or Branch Manager must be reported on the applicable Form MU1 and Form MU2. (and Form MU3 if a branch manager).
6. 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:

*Idaho Department of Finance
Consumer Finance Bureau
PO Box 83720
Boise, ID 83720-0031*

For Overnight Delivery:

*Idaho Department of Finance
Consumer Finance Bureau
800 Park Blvd., Ste 200
Boise, ID 83712*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE OF LEGAL NAME. Provide a certified copy of the corporate or organizational legal documents authorizing the change in legal name that has been filed in the entity’s domicile state.

<input type="checkbox"/>	<input type="checkbox"/>	CHANGE OF ASSUMED BUSINESS NAME/OTHER TRADE NAME. Provide a file-stamped copy of the Certificate of Assumed Business name issued by the Idaho Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE. Provide a file-stamped copy of the amended legal name change filing document(s) issued by the Idaho Secretary of State. Filed name must match the domicile state name change documents and the amended Form MU1.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN OWNERSHIP LEGAL DOCUMENTS - Provide 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. Additionally, provide a detailed written description of the effect, if any, to the Idaho registrant. Provide a before and after organization structure chart. Registrant will be notified upon review of all documentation if a new entitlement and registration must be filed.
<input type="checkbox"/>	<input type="checkbox"/>	FORM MU2 FOR ANY CHANGE IN QUALIFYING INDIVIDUAL, CONTROL PERSON OR MANAGER. A change in any Control person or a change in any person designated as a manager or Qualifying Individual of a registered office must be reported as an Amendment on the Form MU1 and Form MU3 (if a branch manager) filing with a new Form MU2 submitted through the NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new Qualifying Individual, Control Person or any new Manager.

WHO TO CONTACT – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to mortgage@finance.idaho.gov for additional assistance.

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