



Amendments Jurisdiction-Specific Requirements



IDAHO MORTGAGE BROKER/LENDER LICENSE

Instructions

1. The following amendment(s) will 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 application, 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 licensed 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. A Qualified Person in Charge (QPIC) must be designated for each Idaho licensed location. Use the Qualified Individual section of the NMLS Form MU1 to identify the QPIC for Idaho at the Home/Main office location.

The QPIC must meet a minimum three (3) years experience requirement specifically in residential mortgage lending/brokering activity. Experience may include, but is not limited to, origination, processing, quality control, compliance, secondary marketing, underwriting and wholesale lending.

The QPIC will be subject to eight (8) hours of annual NMLS approved continuing education. Refer to IC 26-31-212.
5. Sponsorship filing amendments will require both the new employer sponsorship establishment filing, the previous employer sponsorship termination filing, AND the amended employment history to the Form MU4 to be received prior to issuance of a new approved-active loan originator license. Mortgage Broker/Lender licensees cannot sponsor a loan originator license with a license number prefix of “MPU”— only those beginning with “MLO” can be sponsored by mortgage broker/lender licensees. Contact the Department for further information and instruction.
6. 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.
7. 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).
8. 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:

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 OTHER BUSINESS NAME: If an addition: 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 DOCUMENTATION: 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 associated with the change in ownership, including a detailed written description of the effect, if any, to the Idaho licensee(s). Provide a revised/amended organization structure chart. Review of this information may result in the requirement of a new entitlement and application filing requirement (to include fees) in the NMLS. Communication will be made through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	QUALIFIED PERSON IN CHARGE (QPIC): Provide a detailed resume that includes employer name(s), addresses, dates (mo/yr) of employment and detailed job description/duties. Description of job duties must provide detail as to functions performed—not a listing of sales volumes, awards earned or generic titles.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete written details of all events or proceedings for any new "Yes" answer to any of the Disclosure questions for the company or any Control Person. Include supporting documents such as evidence of bankruptcy discharge, criminal conviction dates, satisfaction of sentencing requirements (include military convictions as described in filing definitions), regulatory orders, etc.
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE: Return original license issued by the Idaho Department of Finance for any amendment that affects the face of the license (Name, d/b/a, address etc).

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

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 CONTACT LEGAL COUNSEL.