



## Amendments

### Jurisdiction-Specific Requirements



## IDAHO MORTGAGE BROKER/LENDER LICENSE (BRANCH)

### 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 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 MU3 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; however, the QPIC does not have to be physically located at the licensed location. The QPIC may be the same person as the Qualifying Individual identified on the company's Form MU1 and may serve as the QPIC for multiple locations.

To identify the QPIC for a branch location, you may use the *Branch Manager* field on Form MU3 or the jurisdiction specific requirements checklist as applicable. If the QPIC for this location is NOT the person identified in the *Branch Manager* field, then the person must be identified as a *Control Person* on the company's Form MU1 and identified in the QPIC section of the checklist. The QPIC must have a Form MU2 filed as part of the company's and/or branch's application.

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. 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. Changes of "other business/trade names" must be filed through the NMLS and approved by the Department prior to usage in any advertising or transactions in Idaho.
7. 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"/>	<p><b>QUALIFIED PERSON IN CHARGE (QPIC):</b> 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.. If the individual listed as the Branch Manager on the MU3 is not the Qualified Person in Charge for this location, check the box below and state the name of the QPIC whose resume is attached.</p> <p><input type="checkbox"/> _____ QPIC – RESUME ATTACHED</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF OTHER BUSINESS NAME/OTHER TRADE NAME:</b> Addition: Provide a file-stamped copy of the Certificate of Assumed Business Name issued by the Idaho Secretary of State</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ORIGINAL LICENSE:</b> 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).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete written details of all events or proceedings for any new “Yes” answer to any MU2 Disclosure questions for the Qualified person in Charge. 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.</p>

**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](mailto: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.