



## Amendments Jurisdiction-Specific Requirements



### IDAHO MORTGAGE LOAN ORIGINATOR 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. Amendments to information contained in the Form MU4 must be filed through the NMLS.
4. Employer sponsorship establishment filing, previous employer sponsorship termination filing, and amendment to the Employment History on the MU4 must be received prior to issuance of any new Approved-Active license for a loan originator.
5. Changes in business activity and/or employers may require a specific license sponsorship to maintain an "Approved" license. See checklist and contact the Department for additional information as needed.
6. 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>BUSINESS ACTIVITY.</b> Mark the appropriate box to indicate your business activity and employer.</p> <p><input type="checkbox"/> Mortgage Loan Origination and/or Mortgage Modification Activity. Services performed/will be performed on behalf of an Idaho licensed Mortgage Broker/Lender Licensee (company license number begins with "MBL-") Loan Originator License must be sponsored by this company.</p> <p><input type="checkbox"/> Mortgage Loan Origination, Mortgage Modification and/or Consumer Lending Activity. Services performed/will be performed on behalf of an Idaho licensed Regulated Lender Licensee with a Registration filed in the NMLS (company license/registration number begins with "RRL-"). Loan Originator License must be sponsored by this company.</p> <p><input type="checkbox"/> Independent Contractor Mortgage Loan Processing and/or Mortgage Loan Underwriting activities exclusively. Services performed/will be performed on behalf of a contract processing/underwriting company (or self as a sole proprietor) with an Exempt Entity Registration filed in the NMLS. Company registration number begins with "MIC-"). Loan Originator License must be sponsored by this company.</p> <p><input type="checkbox"/> Independent Contractor Mortgage Loan Processing and/or Mortgage Loan Underwriting <b>AND</b> Mortgage Loan Origination and/or Mortgage Modification activities. Loan Originator License <b>MUST</b> be sponsored by either a licensed Idaho Mortgage Broker/Lender (MBL) or Idaho Regulated Lender (RRL) licensee/registrant.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF LEGAL NAME:</b> Provide a copy of the legal document(s) authorizing the change in legal name.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete signed, 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</p>

		described in filing definitions), regulatory orders, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<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).

**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.