



Amendments
Jurisdiction-Specific Requirements



INDIANA DFI MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

- 1. File all amendments through NMLS. If changing employer, Loan Originator must update employment history section of Form MU4, and new employer must create a sponsorship.

Note: 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
 - 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 license status will be updated to Approved-Inactive until we receive a "Sponsorship" request from your new employer.
- You do not have the authority to originate under the Approved-Inactive license status.
- You must provide your new employer access to your NMLS record
- Your new employer is required to submit a "Sponsorship" request to this agency.
- Once the new "Sponsorship" request is accepted, your license status will be updated to Active and you will be authorized to conduct business.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

- 2. If changing residence, Loan Originator must update residential history section of Form MU4.
- 3. There are no amendment fees through NMLS payable to Indiana DFI.
- 4. 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:

Indiana Department of Financial Institutions
Consumer Credit Division
30 South Meridian Street, Suite 300
Indianapolis, IN 46204

For Overnight Delivery:

Indiana Department of Financial Institutions
Consumer Credit Division
30 South Meridian Street, Suite 300
Indianapolis, IN 46204

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	LEGAL DOCUMENTS (For change of name only) – Provide a copy of legal documents which support the name change (e.g.: marriage certificate, divorce decree).
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS Provide complete details of any answers changed to “Yes” regarding the Disclosure questions.

WHO TO CONTACT – Contact the *Division of Consumer Credit* licensing staff by phone at 317-232-3955 or send your questions via e-mail to mtarpey@dfi.in.gov 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 REQUEST THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.