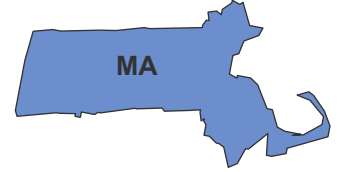




## Amendments Jurisdiction-Specific Requirements



# MASSACHUSETTS MORTGAGE LOAN ORIGINATOR LICENSE

## Instructions

1. File any Amendments in NMLS through the Filing Tab and Form MU4.
2. Massachusetts does not charge fees for amendments.
3. 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. If applicable
  - You DO NOT have the authority to originate under the Approved-Inactive license status. If applicable
  - 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 Approved and you will be authorized to conduct business. If applicable
  - You are required to return your license to this agency. If applicable- NOT APPLICABLE IN MA
  - You are required to surrender your license through NMLS. If applicable
4. Send nothing to Massachusetts for amendments. We may request additional information upon review of your amendment request. Watch your e-mail for such requests.

*For U.S. Postal Service and Overnight Delivery:*

*Massachusetts Division of Banks  
Attn: Mortgage Lender/Mortgage Broker Licensing Unit  
One South Station  
3<sup>rd</sup> Floor  
Boston, MA 02110*

**WHO TO CONTACT** – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 540 or send your questions via e-mail to [nmls@state.ma.us](mailto:nmls@state.ma.us) 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 REQUESTS THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.