



Amendments Jurisdiction-Specific Requirements



MISSISSIPPI LOAN ORIGINATOR LICENSE

Instructions

When changing employers, the following applies:

- You are required to surrender your license (MU4) through NMLS. All MU4 licenses are non-transferrable between employers. If you go work for another company, you must surrender your current MU4 license and apply for another initial MU4 license.
- Once the MS Department of Banking and Consumer Finance has updated your Loan Originator License to Terminated – Surrendered/Cancelled, you must file an Initial MU4 with the new Employment History information of the new employer.
- The new employer is required to submit a “Sponsorship” request to this agency **AFTER** a new Initial MU4 has been filed and the current MU4 license has been terminated. If the company submits a Sponsorship Request before your current license (MU4) with another company is terminated, the company will be charged \$131 and another \$131 will be charged when the Initial MU4 is filed. The “extra” \$131 from the Sponsorship Request filed before the Initial MU4 is filed is **NOT REFUNDABLE**.
- Change the relationship of the Loan Originator to the new employer and the specific location (branch, main office, etc) that he/she will be employed.
- Meet all of the requirements of an Initial MU4 license application as outlined in the NMLS Loan Originator Checklist, this includes submitting another fingerprint card to the Department for the state background check.
- 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

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

For U.S. Postal Service:

*Mississippi Department of Banking and Consumer
Finance
Attn: Mortgage Division
PO Box 23729
Jackson, MS 39225-3729*

For Overnight Delivery:

*Mississippi Department of Banking and
Consumer Finance
Attn: Mortgage Division
501 N West Street
901A Woolfolk Building
Jackson, MS 39201*

WHO TO CONTACT – For licensing questions, please contact the Mortgage Division licensing via e-mail to mary@dbcf.state.ms.us for additional assistance. For website questions, please contact the NMLS Call Center at 240-386-4444.

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.