



## Amendments Jurisdiction-Specific Requirements



### MISSISSIPPI MORTGAGE BRANCH LICENSE

#### Instructions

1. File any Amendments in NMLS through the Filing Tab and Form MU3.
2. Mississippi charges amendment fees for the fields listed below through NMLS (Check all that apply):
  - Change of Address \$26 per license
  - Change of Other Trade Names \$26 per license
3. All fees collected through the NMLS ARE NOT REFUNDABLE
4. For a branch address change, the company must send the original surety bond rider reflecting the change in address. The NMLS MU3 record and the surety bond rider must match exactly.
5. For a branch address change, the company must also send in the zoning from the city / county reflecting commercial zoning for the new location IF the location is in Mississippi.
6. For a branch address change, all MU4 loan originators assigned to this location must change their Employment History to reflect the address change. The addresses must match EXACTLY to what the branch MU3 is reflecting.
7. For a trade name change, the company must send the original surety bond rider reflecting the trade name change, as well as the change being made on the company's MU1.

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 staff via email to [tricia.knighton@dbcf.ms.gov](mailto:tricia.knighton@dbcf.ms.gov) 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.