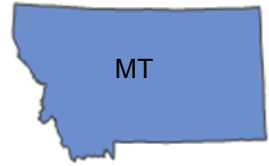




**Amendments**  
Jurisdiction-Specific Requirements



**MONTANA MORTGAGE LENDER LICENSE**

**Instructions**

1. The amendments listed below in the jurisdiction-specific requirements require instructions or items sent outside the NMLS:
2. Any change of address, change of name, change in control person or change in designated manager must also be reported on the applicable Form MU1 and Form MU2.
3. In order for an entity to be licensed in Montana, each of the following must independently meet the requirements of Mont. Code Ann. § 32-9-120(1)(a) through (1)(d):
  - ▶ ultimate equity owners of 25% or more of the applicant if the equity owners are individuals;
  - ▶ control persons of the applicant if the control persons are individuals; and
  - ▶ individuals who control, directly or indirectly, the election of 25% or more of the members of the board of directors of the entity.

These persons will be referred to herein as principals.

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:

*Division of Banking and Financial Institutions  
Mortgage Licensing  
P.O. Box 200546  
Helena, MT 59620-0546*

For Overnight Delivery:

*Division of Banking and Financial Institutions  
Mortgage Licensing  
301 S. Park Ave, Suite 316  
Helena, MT 59601*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND RIDER. (For change of address or change of name only) -</b> Submit the surety bond rider that reflects the change of address or change of name, whichever is applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIGINAL LICENSE. (For change of address or change of name only) -</b> Return the original license as issued by the Montana Division of Banking and Financial

		Institutions.
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION. (For all amendments) -</b></p> <p>a. If a corporation, provide a Certificate of Good Standing dated not more than sixty (60) days from the filing of this application <b>issued by the Montana Secretary of State's Office.</b></p> <p>b. If a limited liability company, provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than sixty (60) days from the filing of this application <b>issued by the Montana Secretary of State's Office.</b></p> <p>c. If a limited partnerships provide a Certificate of Good Standing for the Limited Partnership from the <b>Montana Secretary of State's Office.</b></p> <p>d. If a general partnerships provide a Certificate of Good Standing for the General Partnership from the <b>Montana Secretary of State's Office.</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE IN OWNERSHIP LEGAL DOCUMENTS -</b> Provide certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new control person or any new designated manager.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE FOR EACH NEW PRINCIPAL.</b> Provide an executed original copy of the release form for each new principal being added by amendment. <a href="#">Click to download release form.</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CREDIT REPORT FOR EACH NEW PRINCIPAL.</b> Submit a credit report for each new principal dated not more than 30 days prior to the filing of the amendment through the NMLS.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>PAYMENT FOR BACKGROUND CHECK FOR EACH NEW PRINCIPAL.</b> Each criminal background check is \$29.25. The fee is not refundable. Provide a check or money order payable to the <i>State of Montana</i> for the proper amount due.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>FINGERPRINT CARDS.</b> Please provide two clear sets of FBI fingerprint cards for each new principal.</p>

**WHO TO CONTACT** – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to [mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.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 CONSULT LEGAL COUNSEL.