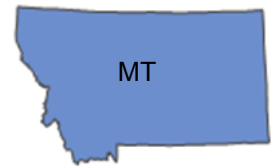




Amendments Jurisdiction-Specific Requirements



MONTANA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. If changing employment, the Mortgage Loan Originator must complete or be aware of the following:
 - You must update the employment section of Form MU4.
 - Confirm that the email address listed in the following locations in NMLS is current:
 - 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 mortgage loans in Montana under the "Approved-Inactive" license status. You must provide your new employer access to your NMLS record in order for them to sponsor you.
 - Your new employer is required to submit a "Sponsorship" request to the Montana Division of Banking and Financial Institutions.
 - Once the new "Sponsorship" request is accepted, your license status will be updated to "Approved" and you will be authorized to conduct business in Montana. You are required to return your license to this agency.
 - A license must be sponsored within six months of the termination of a prior sponsorship. A license not sponsored by a new employer within six months is canceled. A licensee whose license has been canceled must re-apply for licensure.

[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 the Mortgage Loan Originator must update the residential history section of Form MU4.
3. When changing employment, your new employer is required to submit a sponsorship request through NMLS for approval. You are not authorized to conduct business until the sponsorship request from your new employer is approved by the Montana Division of Banking and Financial Institutions.
4. The NMLS fee for a sponsorship amendment is \$30. The Montana Division of Banking and Financial Institutions charges an amendment fee of \$50. Both fees are paid directly to NMLS.
5. 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:

For Overnight Delivery:

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

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"/>	LEGAL DOCUMENTS (For change of name only) – Provide a copy of the appropriate legal document which supports the name change (e.g.: marriage certificate, divorce decree).
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE (For change of address or change of name only) - Return the original license as issued by the Montana Division of Banking and Financial Institutions.
<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 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 for additional assistance.

THE 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.