



SD Mortgage Branch Registration Amendment Checklist

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

South Dakota does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Agency Contact Information

Contact *South Dakota Division of Banking* licensing staff by phone at [\(605\) 773-3421](tel:6057733421) or send your questions via email to banking@state.sd.us for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- [Change of Branch Address](#)
 - Change of Branch Address: \$0 per registration
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$0 per registration
- [Deletion of Other Trade Name](#)
 - Deletion of Other Trade Names: \$0 per registration
- [Change of Branch Manager](#)
 - Change of Branch Manager: \$0 per registration

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

Complete	SD Mortgage Branch Registration Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Branch Address: Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS.	NMLS
Note	Change of Branch Address: \$0 per registration	N/A

Complete	SD Mortgage Branch Registration Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Other Trade Name: Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).	NMLS
Note	Addition of Other Trade Name Fee: \$0 per registration	N/A

Complete	SD Mortgage Branch Registration Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS. Note: If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).	NMLS

Complete	SD Mortgage Branch Registration Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. Branch Manager must hold an active SD MLO license.	NMLS
Note	Change of Branch Manager Fee: \$0 per registration	N/A
<input type="checkbox"/>	Credit Report: Credit Reports and authorizations for credit report through NMLS are required.	NMLS
<input type="checkbox"/>	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are required to authorize a FBI criminal background check (CBC) through NMLS.	NMLS