



## Amendments Jurisdiction-Specific Requirements



### NORTH CAROLINA MORTGAGE BRANCH LICENSE

#### Instructions

1. Licensees are required to keep all material information on file current. If the information contained in the application or on file with the Commissioner of Banks changes in any material respect, the licensee must notify the Commissioner of Banks of the change in writing within 15 days after the change.
2. A branch manager must be designated for each licensed location. The branch manager must be physically located at the licensed location and may serve as the branch manager for only one location.
3. Each mortgage broker or mortgage banker licensed under this Article shall display in plain view the certificate of licensure issued by the Commissioner in its principal office and in each branch office.
4. Each branch manager is subject to a new credit report to determine if they meet the financial responsibility requirements defined in N.C. GS § 53-244.060 (4) and 04 NCAC 03M .0205 (3). In addition, they must have three years of residential mortgage lending experience, and be a licensed mortgage loan originator in North Carolina.
5. **Branch address change requires the following:**
  - Surrender current branch license
  - Amend the address and submit a filing for a new branch licenseNote: in order to process this request timely you should contact [Vannessa Clark at VClark@nccob.gov](mailto:VClark@nccob.gov) or 919-733-1392
6. All fees are collected through the NMLS and ARE NON- REFUNDABLE.
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the address below or may be submitted via email to [VClark@nccob.gov](mailto:VClark@nccob.gov) at the following:

For U.S. Postal Service:

NC Commissioner of Banks Office  
Mortgage Division  
4309 Mail Service Center  
Raleigh, NC 27699-4309

For Overnight Delivery:

NC Commissioner of Banks Office  
Mortgage Division  
316 W. Edenton St.  
Raleigh, NC 27603

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>RESUME.</b> Provide a resume with branch manger's work experience.
<b>Address Changes require a new MU3 to be filed through the NMLS. Please review New Application Checklist for Jurisdiction-Specific Requirements.</b>		

**WHO TO CONTACT** – Contact the NC Mortgage Licensing Division staff by phone at (919) 733-0589 or send your questions via e-mail to [mortgage@nccob.gov](mailto:mortgage@nccob.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNEL.