



**Amendment Checklist**  
Jurisdiction-Specific Requirements



**NORTH CAROLINA MORTGAGE LENDER LICENSE**

**Instructions**

1. A Qualifying Individual (QI) with three years of residential mortgage lending experience is required. Use the QI section of the NMLS Form MU1 to identify the new QI. A Form MU2 will then be generated requiring completion of biographical information for the QI. **A licensee which also services NC residential mortgage loans must identify a QI for its servicing business in NMLS by typing "NC Servicing QI" in the title field of the "Add" QI screen of the MU1.** The servicing QI can be the same individual identified as QI for its residential mortgage lending. Also, check the "Other" box on the "Other Business" section of the MU1 to state that your company is currently engaged in servicing mortgage loans in NC.
2. A licensee must notify the NC Commissioner of Banks Office (NCCOB) of any change in the location of its books and records within 10 days following such change.
3. A licensee shall notify the NCCOB within 30 days of any material change in any document or information submitted our office during the application process, upon filing an annual statement or otherwise filed with our office.
4. A 60 day advance notice of a proposed change in the licensee's control person or any material change in the licensee's organizational structure must be submitted to the NCCOB for approval.
5. Amendment Fees associated are:
  - Change in Legal Name - \$25 fee
6. All fees are collected through the NMLS and are not 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 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"/>	<p><b>QUALIFYING INDIVIDUAL CHANGE.</b> Submit the following</p> <ul style="list-style-type: none"> <li>• A corporate resolution detailing the change.</li> <li>• A resume demonstrating that the new QI has 3 years of residential mortgage lending experience.</li> <li>• The Authority for Release of Information Form below.</li> <li>• A non-refundable fee of \$46, per individual, made payable to the NC Commerce/Banking Commission to cover a criminal and credit history background check.</li> <li>• One completed finger print card.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDITION OF A DBA.</b> Submit a proposed rider to surety bond indicating the new assumed name, a copy of the proposed assumed name certificate or a copy of the proposed DBA to be filed with the NC Secretary of State Office. If the company plans to file an assumed name certificate with the Register of Deeds Office of the county in which it proposes to use the assumed name, a copy of the proposed document to be filed is needed. If the company wishes to follow or has followed this procedure (filing with Register of Deeds Office) then it must ensure that an assumed name certificate be filed in each county in which it makes loans, so that an attorney searching title will have the appropriate contact information and be able to know with whom borrowers are dealing.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>COMPANY NAME CHANGE.</b> Submit an amended Articles of Incorporation and a rider to surety bond reflecting the company name change.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>COMPANY OWNERSHIP CHANGE.</b> Submit a corporate resolution detailing change, new organizational chart, completed FBI fingerprint card, Authority for Release of Information Form <a href="http://www.nccob.org/NR/rdonlyres/5C1B6B50-D9CC-474D-9A4A-10B0A379FBB3/0/MLA01AuthorityForRelease.pdf">http://www.nccob.org/NR/rdonlyres/5C1B6B50-D9CC-474D-9A4A-10B0A379FBB3/0/MLA01AuthorityForRelease.pdf</a>, and \$46 for a credit and criminal background check fee made payable to the NC Commerce/Banking Commission for each new individual listed as a Control Person and/or QI associated with the company. A QI must have three years of residential mortgage lending experience. If any of the following information changes a <u>new</u> company application will need to be submitted: Fed Tax Id/EIN or date or state of incorporation.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>COMPANY ADDRESS CHANGE.</b> The \$25 fee to change the principal office address paid through the NMLS.</p>

**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 COUNSEL.