



## Amendment Checklist

### Jurisdiction-Specific Requirements



# NORTH CAROLINA MORTGAGE LOAN ORIGINATOR LICENSE

## Instructions

1. A licensee shall notify the NCCOB within 30 days of any material change in any document or information submitted to our office during the application process, upon filing an annual statement or otherwise filed with our office. "Material" facts or "Material" information are facts or information, or changes in such facts or information, such as but not limited to the following:
  - Notice of a pending administrative action by any state or federal authority to which the licensee is subject.
  - An administrative order by any state or federal authority to which the licensee is subject.
  - Notice of a pending criminal charge against a person licensed under this statute for actions related to financial services or moral turpitude.
  - A conviction or other plea agreement on a criminal charge against a person licensed under this statute for actions related to financial services or moral turpitude.
  - Significant adverse changes to an individual licensee's credit report, including, but not limited to, significant reduction in the licensee's credit score or the reporting of liens, judgments, foreclosures, repossessions, or other derogatory trade lines, contact information, including primary phone number, mailing address, and principal office address.
2. When changing employers, the following applies;
  - You must update the employment section of Form MU4.
  - Confirm that the email address listed in the following locations is current in NMLS;
    - 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 under the Approved-Inactive license status.
  - You must provide your new employer access to your NMLS record.
  - Your new employer is required to submit a "Sponsorship" request to this agency.
  - *Once the new "Sponsorship" request is accepted, your license status will be updated to Approved and you will be authorized to conduct business.*
  - [Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

3. Amendment Fees associated are as follows:

MU4- Sponsorship fee \$25.00

MU4- Name change amendment fee \$30.00(This fee is collected outside the system and should be mailed to the below address)

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"/>	<b>NAME CHANGE</b> -Mail to the NCCOB appropriate supporting documentation which includes, but is not limited to, copies of marriage certificates, divorce decrees, or other legal documents evidencing both the prior and new name.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS OR MATERIAL CHANGE.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.

**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.

