



Amendments Jurisdiction-Specific Requirements



NORTH DAKOTA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Mortgage Loan Originators are required to promptly notify North Dakota through the NMLS of any changes in the information that was provided to North Dakota through the NMLS including a change of employer or employment address.
 2. With each change of employment, notification of sponsorship *MUST BE SUBMITTED* to North Dakota by the new employer through the NMLS, on behalf of each Loan Originator. A quick guide titled "Create a Company Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
 3. Each change of employment requires payment of \$55 which includes the NMLS processing fee.
 4. North Dakota does not charge fees for any other amendments.
 5. All fees are collected through NMLS and ARE NOT REFUNDABLE.
 6. When changing employers, the following applies:
 - You must update the employment section of Form MU4.
 - Confirm the e-mail 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.
 - Without an active sponsorship your license will be in an inactive status.
 - You do not have the authority to originate under an "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 through NMLS.
 - Once the new "Sponsorship" request is accepted, your license status will be moved from an inactive to active status.
- [Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.
7. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.

8. 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 and Overnight Delivery send to:

*ND Dept. of Financial Institutions
Consumer Division
2000 Schafer Street, Suite G
Bismarck, ND 58501*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	NAME CHANGE DOCUMENTATION. Individual is to provide support for a legal name change. This could be copies of divorce decree, marriage certificate, copy of driver's license, etc.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions.

WHO TO CONTACT – Contact the Consumer Division licensing staff by phone at (701) 328-9933 or send your questions via e-mail to dfi@nd.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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.