



Amendments Jurisdiction-Specific Requirements



NEBRASKA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. If changing employment, the Mortgage Loan Originator must complete or be aware of the following:
 - 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.
2. If changing residence, the Mortgage Loan Originator must update the residential history section of Form MU4.
3. There are no amendment fees for changes made to Form MU4 through NMLS.
4. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they 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:

*Nebraska Department of
Banking and Finance
P.O. Box 95006
Lincoln, NE 68509*

For Overnight Delivery:

*Nebraska Department of
Banking and Finance
Commerce Court
1230 “O” Street, Suite 400
Lincoln, NE 68508*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	LEGAL DOCUMENTS (For change of name only) – Provide a copy of the appropriate legal document which supports the name change (e.g.: marriage certificate, divorce decree).
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS Provide complete details of any answers changed to “Yes” regarding the Disclosure questions and <u>PROVIDE A COPY OF ANY APPLICABLE ORDERS OR DOCUMENTS.</u> If you changed a “Yes” answer to a “No” submit an explanation to the Department at dob.mortgage@nebraska.gov , including your name and NMLS ID# in the subject line.

WHO TO CONTACT – Contact NDBF licensing staff by phone at 402-471-2171 or send your questions via e-mail to dob.mortgage@nebraska.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.