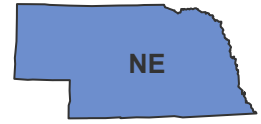




# Amendments Jurisdiction-Specific Requirements



## NEBRASKA MORTGAGE BANKER LICENSE

### Instructions

- The following amendments require instruction or items sent outside the NMLS:
- Amendment fees are:
  - Change of Address – No Fee
  - Change of Name - No Fee
  - Change of Control (Ownership and/or Control Persons) - \$200.00
  - Change of Registered Agent – No Fee
  - Additional Disclosure Items - No Fee
  - Addition of Servicing - No Fee
- Change of Control Fees are collected outside the system at this time. You must mail a check to the Department at the address below. Thirty days advance notice is required for a Change of Control.**
- 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 filing 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"/>	<p><b>SURETY BOND.</b> Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant and should include any other business names used in Nebraska.</p> <p style="text-align: center;"><a href="#">Click to download form</a></p>

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>REGISTERED AGENT DESIGNATION AND CONSENT FORM.</b> The Department requires the written consent of the registered agent. Therefore, provide a new Registered Agent Designation and Consent Form if you are changing your registered agent.</p> <p style="text-align: center;"><a href="#">Click to download form</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SECRETARY OF STATE DOCUMENTATION.</b> For a change in name, provide file-stamped copies of the documents filed with the Nebraska Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF CONTROL (OWNERSHIP AND/OR CONTROL PERSON).</b></p> <ul style="list-style-type: none"> <li>• <b><u>30 Days Prior Notification is required</u></b> – print the MU1 form found on the NMLS website and use Appendix C with the Watermark “Do Not Use” to submit to the Nebraska Department of Banking. The Department will advise when to update this information in NMLS.</li> <li>• <b><u>30 Days Prior Notification is required</u></b> – print the MU2 form found on the NMLS website with the Watermark “Do Not Use” to submit to the Nebraska Department of Banking. The Department will advise when to add this information in NMLS.</li> <li>• If the change of control transaction involves the transfer of ownership interest, provide a narrative describing the nature of the change of ownership and copies of all legal documents associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.</li> <li>• Send the required \$200 fee to the Department. The Department <b>will not</b> process any requests received without the required fee and documentation.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>OTHER TRADE NAMES.</b> If the amendment adds a “trade name”, “dba” or “fictitious” name, provide a file-stamped copy of the Application for Registration of Trade Names file with the Nebraska Secretary of State. *In Nebraska a company may not have more than one Other Trade Name per license. A company may apply for additional licenses for additional Other Trade Names by select the Other Trade Name license types in the NMLS, paying the additional license fee and submitting other items on the new applications checklist.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> If the amendment involves a change to an answer in the Disclosure Section of a Form MU1 or Form MU2, provide a narrative describing the circumstance that led to the change in the answer in the Disclosure Question and <u>PROVIDE A COPY OF ANY APPLICABLE ORDERS OR DOCUMENTS.</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>REVISIONS TO MCR OR FC FILINGS.</b> If a revision is being made to a previously submitted Mortgage Call Report or Financial Condition filing, provide an explanation for the changes. This explanation may be submitted via email to <a href="mailto:dob.mortgage@nebraska.gov">dob.mortgage@nebraska.gov</a>, including your company name and NMLS ID# in the subject line.</p>

**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](mailto:dob.mortgage@nebraska.gov) for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE ACTIVITIES IN THE STATE OF NEBRASKA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE DEPARTMENT THROUGH THE NMLS.