



Amendments Jurisdiction-Specific Requirements



NEBRASKA MORTGAGE BANKER LICENSE (BRANCH)

Instructions

1. The following amendments require instruction or items sent outside the NMLS:
 - Change of Address—no fee or additional documentation needed
 - Change of Branch Manager
 - Change of Name
 - Disclosure Questions.

2. 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"/>	DISCLOSURE QUESTIONS. If the amendment involves a change to an answer in the Disclosure Section of a Form MU4 for the Branch Manager, provide a narrative describing the circumstance that led to the change in the answer in the Disclosure Question and provide a copy of any applicable orders or documents.
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. 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 branch may not operate under a trade name not associated with the main office license. 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 selecting the Other Trade Name license types in the NMLS, paying the additional license fee and supporting documents outside the system found on the new applications checklist.

<input type="checkbox"/>	<input type="checkbox"/>	FORM MU4 FOR ANY CHANGE IN MANAGER. A change in branch manager of a licensed office must be reported as an Amendment on the Form MU3 filing. The branch manager must hold a Nebraska MLO license, unless a Branch Affidavit is on file with the Department.
<input type="checkbox"/>	<input type="checkbox"/>	BRANCH AFFIDAVIT. If no activity that would require the issuance of an individual mortgage loan originator's license will occur at the branch, the branch affidavit may be submitted in lieu of having a licensed branch manager. Click to download form

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.

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.