



## Amendments Jurisdiction-Specific Requirements



# NEW HAMPSHIRE MORTGAGE LOAN ORIGINATOR LICENSE

## Instructions

1. Amendment for address changes, changes in name or changes in sponsorship must be filed on Form MU4 through the NMLS.
2. For changes in answers to disclosure questions, see jurisdiction-specific checklist below.
3. When changing employers, the following applies:
  - Your MLO license may be transferred for a \$50 fee during a calendar year from one company to another **provided** the application is filed prior to the expiration of 15 calendar days from the date the individual ceased to be employed or retained as an originator by the previous company.
  - You must update the employment section of your 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 “Pending-Deficient” until we receive a “Sponsorship” request from your new employer.
  - You **do not have the authority** to originate under the “Pending-Deficient” 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 Department.
  - 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.
4. With the exception of the \$50 fee for a change of sponsorship, outlined in 3. above, New Hampshire does not charge any other amendment fees at this time.

### For U.S. Postal Service:

*New Hampshire Banking Department  
53 Regional Drive  
Ste 200  
Concord NH 03301*

### For Overnight Delivery:

*New Hampshire Banking Department  
53 Regional Drive  
Ste 200  
Concord NH 03301*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings that have resulted in a change from a “no” to a “yes” answer to any of the Disclosure questions</p> <p>(1) If a bankruptcy, copy of <i>complete</i> bankruptcy filing, full narrative explanation of circumstances leading up to the filing and remedial actions taken since the filing that demonstrate the applicant’s “financial responsibility.”</p> <p>(2) If any judgments, explanation of facts surrounding judgment and plans and/or copies of any written agreements to satisfy the judgment(s)</p> <p>(3) Copy of recent credit report (until it can be submitted directly through the NMLS), and a narrative summary of adverse items on the credit report.</p> <p>(4) Criminal, civil/judicial, regulatory, customer arbitration/civil litigation or employment termination: submit narrative explanation of events; copies of any orders; copies of arrest records and/or court documents showing disposition of charges; copies of written complaints, arbitration awards; for dismissals, date of dismissal, explanation of reasons behind employment dismissal including allegations made by the employer and the employer’s name, address and contact person’s name.</p>

**WHO TO CONTACT** – Contact New Hampshire Banking Department licensing staff by phone at (603) 271-8675 or send your questions via e-mail to [Licensing@banking.state.nh.us](mailto:Licensing@banking.state.nh.us) 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 THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.