



Amendments  
Jurisdiction-Specific Requirements



**NEW HAMPSHIRE MORTGAGE BROKER LICENSE**

**Instructions**

Licensees are under a continuing obligation to update information on file with the Department. If any information becomes materially inaccurate, the licensee must promptly file an amendment through the NMLS. An amendment shall be considered to be filed promptly if the amendment is filed within 30 days of the event that requires the filing of the amendment. Certain significant events as defined by rule shall be reported to the department within 10 calendar days.

1. New Hampshire does not charge fees for amendments.
2. Changes in a principal office location or proposed closing of any licensed office must be filed no later than 10 business days prior to the effective date of such change of location or closing unless such change of location or closing occurs under circumstances beyond the control of the licensee, whereby such written notice shall be provided within 10 business days from the date the licensee becomes aware of the closing or relocation..
3. All other changes to Form MU1 including the addition or deletion of control persons, principals, qualifying individual, or contact person must be filed no later than 30 days after the event that requires the filing of the amendment.
4. Most information may be amended electronically by updating the MU forms. However, the amendments outlined below require items to be sent outside of the NMLS directly to the NH Banking Department.

*For U.S. Postal Service/Overnight Delivery*

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

NMLS Unique ID Number: \_\_\_\_\_  
 Licensee Legal Name: \_\_\_\_\_  
 Tax Identification Number: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>LEGAL NAME CHANGE.</b> Return New Hampshire license for amendment. Submit amended documents from the home state to include amendments to articles of incorporation or articles of organization, operating and management agreements, partnership agreement, amended certificate of authority, as well as an amended certificate of authority from the New Hampshire Secretary of State (if a foreign company), ( Telephone Number: 603-271-3244 or 603-271-3246) or website at <a href="http://www.nh.gov/sos/corporate">www.nh.gov/sos/corporate</a> ). Submit a rider to the licensee’s surety bond showing the name change and a <i>Uniform Consent to Service of Process</i> (form U2) in the new name.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>TRADE NAME CHANGE.</b> Return New Hampshire license for amendment. Submit a new Certificate of Trade Name from the New Hampshire Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF ORGANIZATION.</b> If the form of organization of a licensee is changing (e.g. a sole proprietorship to a corporation), a new entity is being created and it will be necessary to file a complete new license application with fees. Concurrent with the approval of the new license, the former will have to be surrendered following the protocol outlined in the found in the <i>NH License Surrender/Expiration Form</i> in the New Hampshire jurisdiction-specific requirements</p> <p>New Hampshire does not have a conversion statute, and considers a conversion to be the creation of a new legal entity. If a licensee is converting from a corporation to a limited liability company and retaining its same EIN under its home state conversion statute and is not required to file a new application, any legal arguments objecting to the New Hampshire requirement must be set forth in a “no-action” letter to the attorney in the Consumer Credit Division. Each instance will be reviewed on a case-by-case basis.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE OF OWNERSHIP.</b> Submit a written narrative of the proposed change, all legal documents associated with the change in ownership and an organizational chart showing the structure of the company following the proposed change. For any new individual control person, principal or branch manager, until such time as the NMLS has procedures in place for collecting this information, a Criminal History Record Information Authorization Form, a fingerprint card and records check fee of \$55.25 payable to “State of NH – Criminal Records” must be submitted directly to the Department.</p> <p><a href="#">Criminal History Record Information Authorization Form</a></p> <p><a href="#">Fingerprint Request Form</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete written details outlining the events and/or proceedings for any disclosure question on the MU1 that changed to “yes.”</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>QUALIFIED PERSON WITH EXPERIENCE.</b> If the person named on the initial application to meet the requirements of NH RSA 397-A:5, III(e) leaves the company, the Department must be notified and a new individual named. This individual shall be employed full-time in a supervisory capacity at the company’s principal office and shall have been actively engaged in the mortgage business <i>in a similar supervisory capacity</i> for a minimum of 3 of the preceding 5 years. This individual will more than likely be a principal of the company, and the experience outlined on the MU2 filed</p>

		<p>through the NMLS will be reviewed for compliance with the statute.</p> <p>Until such time as the NMLS has procedures in place for collecting this information, a Criminal History Record Information Authorization Form, a fingerprint card and records check fee of \$55.25 payable to "State of NH – Criminal Records" must be submitted directly to the Department.</p> <p><a href="#">Criminal History Record Information Authorization Form</a></p> <p><a href="#">Fingerprint Request Form</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDRESS CHANGE.</b> The original principal license issued by this Department must be returned for amendment. This amendment must be filed no later than 10 business days prior to the effective date of such change of location.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDITION OF CONTROL PERSON OR PRINCIPAL OR CONTACT PERSON.</b> For any new individual control person, principal or contact person, until such time as the NMLS has procedures in place for collecting this information, a Criminal History Record Information Authorization Form, a fingerprint card and records check fee of \$55.25 payable to "State of NH – Criminal Records" must be submitted directly to the Department.</p> <p><a href="#">Criminal History Record Information Authorization Form</a></p> <p><a href="#">Fingerprint Request Form</a></p>

**WHO TO CONTACT** – Contact New Hampshire 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 REQUEST THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.