



Amendments

Jurisdiction-Specific Requirements



NEW HAMPSHIRE MORTGAGE BROKER BRANCH

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 branch office locations or proposed closing of any branch office must be filed no later than 10 business days *prior* to the effective date of such change of location or closing by filing an amendment to the MU3 with the NMLS unless such change of location or closing occurs under circumstances beyond the control of the registrant, whereby such written notice shall be provided within 10 business days from the date the registrant becomes aware of the closing or relocation..
3. Changes in branch managers must be filed no later than 30 days after such change by filing a new MU2 with the NMLS.
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 at the following:

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>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Until such time as the NMLS has procedures in place for collecting this information, for each new branch manager, provide an executed original copy of the release form from the link below. Criminal Records checks are conducted by the State of New Hampshire Department of Safety, State Police Division. Complete all items in Section I of the Authorization, and make sure to sign the release information in Section II of the form and have the form notarized.</p> <p>Criminal History Record Information Authorization Form</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>FINGERPRINT CARDS. Until such time as the NMLS has procedures in place for collecting this information, for each new branch manager, submit one fingerprint card issued by the NH Department of Safety. You may electronically submit a request for the number of cards you need. An email/fax form can be found on our website at http://www.nh.gov/banking/FingerprintCardRequest.pdf or call (603) 271-8675 or click on the link below.</p> <p>Fingerprint Request Form</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>The Department of Safety charges a \$55.25 fee to cover costs for each record check All checks and money orders for the record checks must be made payable to "State of NH – Criminal Records." All checks and money orders for the record checks must be made payable to "State of NH – Criminal Records." We will forward the document(s) and check(s) to the Department of Safety.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>CONTRACTS. Submit copies of any written agreements or contracts between the applicant/licensee and any NH branch office that may be affected by any change.</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 for additional assistance.