



Amendments Jurisdiction-Specific Requirements



NEW HAMPSHIRE MORTGAGE SERVICER REGISTRATION (BRANCH)

Instructions

Registrants are under a continuing obligation to update information on file with the Department. If any information becomes materially inaccurate, the registrant 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 location or closing of a location 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 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. Any person designated as a manager of a branch office on Form MU3 must have a current criminal background check and credit report filed with the NMLS and be licensed as a New Hampshire loan originator.
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:

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

For Overnight Delivery:

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

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT BRANCH LICENSE. For changes of address or name changes to the licensee, return the original license to the department for amendment.

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.

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.