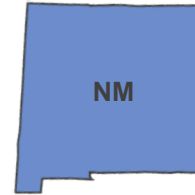




## Amendments Jurisdiction-Specific Requirements



# NEW MEXICO MORTGAGE LOAN ORIGINATOR LICENSE

## Instructions

1. A licensed Mortgage Loan Originator shall amend changes in their licensing information, to the Nationwide Mortgage Licensing System and Registry on form MU4 within 5 days following a change in that information. Licensing informational changes requiring an amendment shall include but not be limited to the following:
  - (a) Legal Name Change of the Mortgage Loan Originator;
  - (b) Contact information;
  - (c) Employment;
  - (d) Surety bond.
2. If, at any time, the answer to any of the disclosure questions on Form MU4 may be answered with a "YES", provide complete details of all events or proceedings and contact the director of the New Mexico Financial Institutions Division in writing and amend their license information on the Nationwide Mortgage Licensing System and Registry within 5 days of the occurrence.
3. A licensed Mortgage Loan Originator with any adverse change in his or her credit, including bankruptcy, foreclosure, judgments, collections, tax liens and other government liens shall contact the director of the Financial Institutions Division in writing and amend his or her license information on the Nationwide Mortgage Licensing System and Registry within 5 days of the occurrence.
4. A licensed Mortgage Loan Originator who has been charged with, convicted of, or pled guilty or nolo contendere to, a felony in a domestic, foreign or military court shall notify the director of the Financial Institutions Division in writing and amend his or her license information on the Nationwide Mortgage Licensing System and Registry on form MU4 within 5 days of the occurrence.
5. There are no amendment fees for mortgage loan originators.
4. Hard copy documentation related to jurisdiction-specific required amendments or MU form disclosure questions should be sent to the New Mexico Financial Institutions Division within 5 business days of the electronic submission of your amendment (s) through the NMLS at the following:

For U.S. Postal Service:

Financial Institutions Division  
Mortgage Unit  
2550 Cerrillos Road 3<sup>rd</sup> Floor  
P. O. Box 25101 87504  
Santa Fe, NM 87505

For Overnight Delivery:

Financial Institutions Division  
Mortgage Unit  
2550 Cerrillos Road 3<sup>rd</sup> Floor  
P. O. Box 25101 87504  
Santa Fe, NM 87505

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND RIDER. (For change of address or change of name only)</b> - Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new Control Person or any new Manager.

**WHO TO CONTACT** – Contact Jackie Dalmy, mortgage licensing staff, by phone at 505-476-4908 or send your questions via e-mail to [Jackie.dalmy@state.nm.us](mailto:Jackie.dalmy@state.nm.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.