



NM Collection Agency Branch Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

The Financial Institutions Division does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that does not require ACN, select the applicable document type in the NMLS *Document Uploads* section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

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Licensing Specialist, Veronica Carrillo: Veronica.Carrillo@rld.nm.gov / (505) 476-4559

Industry Manager, Juan Trevizo: Juan.Trevizo@rld.nm.gov / (505) 476-4569

For U.S. Postal Service:

*Financial Institutions Division
Money Services Business Unit
PO Box 25101
Santa Fe, New Mexico 87504*

For Overnight Delivery:

*Financial Institutions Division
3rd Floor, Toney Anaya Building
2550 Cerrillos Road
Santa Fe, New Mexico 87504*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- [Change of Branch Address](#)
 - Change of Branch Address: \$15 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$15 per license
- [Deletion of Other Trade Name](#)
 - Modification: \$15 per license
- [Change of Branch Manager](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

Complete	NM Collection Agency Branch Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Branch Address: Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS no later than 5 calendar days after the change of address event.</p> <p>Statutory Reference:</p> <p>NMRA Section 61-18A-19. Change of location; ownership or name; duplicate license.</p> <p>A. Upon any change of street address from that stated in the collection agency [...] or any change of the business name therein shown, the licensee shall, within five days thereafter, deposit the license and written notification of the change of address or name, together with the duplicate license fee with the director.</p>	NMLS
<input type="checkbox"/>	<p>Change of Branch Address: \$15 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS
<input type="checkbox"/>	<p>Surety Bond Rider: Upload Collection Agency surety bond rider (or new bond if applicable) that reflects the entity's new branch address. The name of the principal insured on the bond must match exactly the full legal name of licensee, including any Other Trade Names.</p> <p>If a new surety bond is needed, use the Surety Bond Form found here.</p>	Upload in NMLS: under the Document Type Surety Bond in the <i>Document Uploads</i> section of the Branch Form (MU3).

Complete	NM Collection Agency Branch Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days must be provided for this change.</p> <p>Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Addition of Other Trade Name Fee: \$15 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS

Complete	NM Collection Agency Branch Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days must be provided for this change.</p> <p>Note: If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	Deletion of other trade name: \$15	NMLS (Agency Fee Invoice)

Complete	NM Collection Agency Branch Addition or Modification of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.	NMLS
Note	<p>Change of Branch Manager Fee: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
Note	<p>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</p> <p>Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	N/A
<input type="checkbox"/>	<p>Change in Designation of Qualified Employee for the Branch Location: This may be a separate individual from the Branch Manager identified in NMLS. Must include signature from company officer stating the individual has an MU2 Association with the entity.</p>	<p>Upload in NMLS: under the Document Type <u>Designation of Branch Qualified Employee</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

Complete	NM Collection Agency Branch Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager's Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from "No" to "Yes" for the Branch Manager. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You may select "Add Explanation for "No" Responses" and provide an explanation for each response that changes from "Yes" to "No" for the Branch Manager. You may also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS