



Amendments Jurisdiction-Specific Requirements



NEVADA MORTGAGE AGENT LICENSE

Instructions

1. If terminating or changing employment, the mortgage agent must complete or be aware of the following:
 - You must update the employment section of your MU4 to note the end of employment with your former employer.
 - Confirm that the email address listed in the following locations is current in NMLS:
 - Home Tab>My Account>Update User Profile
 - Filing Tab>Individual>Identifying Information
 - You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
 - Your license status will be updated to “Approved-Inactive” in NMLS and on the Division’s website until a “Sponsorship” request is submitted through NMLS from a new employer.
 - You do not have the authority to originate loans while inactive; you must be associated/sponsored by a company and approved by the Division to originate loans.
 - Once you have secured employment with another licensed company, you must provide your new employer access to your NMLS record.
 - When changing employment, your new employer is required to submit a sponsorship request and update the relationship through NMLS for approval.
 - NMLS assesses a \$30 fee for submission of a sponsorship changes and Nevada assesses a \$50 fee for this process.
 - Your sponsorship request will not be approved until you update the employment section of your MU4 to reflect your new employer.
 - Once the new “Sponsorship” request is accepted, your license status will be updated to “Approved” in NMLS.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the above required actions.

2. If changing residence, the mortgage agent must update the residential history section of his or her MU4.
3. If changing e-mail addresses, phone or fax numbers, the Mortgage Agent must update the identifying information section of his or her MU4.
4. If changing names in the identifying information section of his or her MU4, a mortgage agent must provide substantiation of the name change, such as a copy of a marriage certificate or divorce decree and updated State or Federal Identification, within 5 days of making the change on NMLS.

5. If changing a “no” answer to a “yes’ answer in the disclosure question section, a mortgage agent must provide details and/or other information, such as court documents, to the Division within 5 days of amending the answer in NMLS.
6. Except for changes in sponsorships, there are no amendment fees for changes made to MU4 forms through NMLS.
7. Jurisdiction-specific requirements must be received with the checklist below within 5 business days of the electronic submission of your amendment through the NMLS at the following:

For U.S. Postal Service:
**Division of Mortgage Lending
 Licensing Office
 1830 College Parkway, Suite 100
 Carson City, NV 89706**

For Overnight Delivery:
**Division of Mortgage Lending
 Licensing Office
 1830 College Parkway, Suite 100
 Carson City, NV 89706**

NMLS Unique ID Number: _____

Nevada License Number: _____

Licensee’s Legal Name: _____

ATTACHED	NOT APPLICABLE	FILED IN NMLS	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEGAL DOCUMENTS (For change of name only) – Provide a copy of the appropriate legal document which supports the name change (e.g., marriage certificate, divorce decree) and updated State or Federal Identification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS Provide complete details of any answers changed to “Yes” regarding the disclosure questions.

WHO TO CONTACT – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to mldinfo@mld.nv.gov for additional assistance.

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