



## Amendments Jurisdiction-Specific Requirements



### NEVADA MORTGAGE BROKER LICENSE

#### Instructions:

The following changes to a record in NMLS require a 30 days advance change notification; submit an advance change notice (ACN) in NMLS and see the advance change notice checklist below for additional details:

- Addition of a Control Person
- Change of Control (cumulative 25% or more)
- Change of Legal Name
- Adding or Removing a Fictitious Name
- Change in Legal Entity Status

The following changes to a record in NMLS require a 15 days advance change notification; submit an advance change notice in NMLS and see the advance change notice checklist below for additional details:

- Change of Address
- Change of Ownership (10% - 24%)

The following changes to a record in NMLS do not require an advance change notification. However, approval must be obtained; see the additional amendment items checklist below for further details: see the additional amendment items checklist below for additional details:

- Addition or Removal of Branch Locations
- Change of Qualified Employee
- Change in Disclosure Questions
- Change of Electronic Mail Address

#### Fees:

All fees collected ARE NOT REFUNDABLE.

- Change of Control or Ownership - \$500
- Change of name or address - \$10
- To obtain a duplicate license - \$10
- FBI Criminal Background Check Authorization Fee: \$36.25 per control person.

**How to submit Agency specific documents:**

1. If required to upload document(s) on NMLS for an advance change notice:
  - a. In the NMLS document upload section, select “Advance Change Notice” (ACN) for document type.
2. If required to submit document(s) outside of NMLS:
  - a. Mail the document(s) along with the checklist within 5 business days of the amendment to the following address:

*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: \_\_\_\_\_

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Control:</b> At least 30 days before any transfer, sale or conveyance of ownership interest that will result in giving a person, directly or indirectly, the power to direct the management and policy of a mortgage broker; or a transfer of 25 percent or more cumulative ownership interest of a mortgage broker, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> <li>• Submit a written request on company letterhead providing details of the change of control.</li> <li>• Submit appropriate Change of Control application.</li> <li>• Submit appropriate fees.</li> </ul> <p>Note: Control Persons must also be reported on the Individual (MU2) form. Background reports are required through NMLS for this change with the Change of Control application if applicable.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize an FBI criminal background check (CBC) through NMLS. A \$36.25 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>• A Control Person means: (a) An executive officer, officer, director, general partner, partner, trustee, managing member, member, or shareholder of a mortgage broker, licensee or applicant; or (b) A person who is authorized to participate in direct or indirect control of the management or policies of a mortgage broker, licensee or applicant.</li> </ul>

			<p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>An Executive Officer means an officer, manager, partner or managing member of a mortgage broker, licensee or applicant. The term includes, without limitation, a chief executive officer, president, vice president, chief financial officer, chief operating officer, chief legal officer, controller or compliance officer, or a natural person who holds any similar position.</li> </ul> <p><i>Shareholders</i></p> <ul style="list-style-type: none"> <li>A Shareholder includes (1) any person that owns, or is authorized to vote directly or indirectly, any percentage of class of voting securities or voting interest of a mortgage broker, applicant or licensee if the mortgage broker, applicant or licensee has fewer than 20 stockholders or owners, or (2) Any person that owns, or is authorized to vote directly or indirectly, 10 percent or more of a class of voting securities or voting interest of a mortgage broker, applicant or licensee if the mortgage broker, applicant or licensee has 20 or more stockholders or owners.</li> </ul> <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Credit Report:</b> Each control person is required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Non-COC Transfer:</b> At least 15 days before any transfer of 10 percent or more of ownership interest, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> <li>Submit a written notification on company letterhead providing details of the transfer.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Legal Name:</b> At least 30 days before a change to a Licensee's legal name, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> <li>Submit a formal request outlining the change on company letterhead signed by an officer of the company.</li> <li>Submit a copy of the amended name filing(s) with the state of formation and the Nevada Secretary of State.</li> <li>Submit an original, signed bond rider that reflects the name change.</li> <li>Return the current original license.</li> <li>Fees will be charged through NMLS.</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Addition or Removal of Other Trade Names:</b> At least 30 days before the addition or removal of an assumed or fictitious or other trade name, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> <li>• Submit a formal request outlining the change on company letterhead signed by an officer of the company.</li> <li>• Submit a copy of the fictitious or assumed name filing approved by the applicable local jurisdiction.</li> <li>• Submit an original, signed bond rider that reflects the name change.</li> <li>• Return the current original license.</li> <li>• Appropriate fees will be charged through NMLS with the exception of a fictitious business name removal.</li> </ul> <p>Note: A licensee may have one assumed or fictitious name per license. If a licensee wants to conduct business using additional assumed or fictitious names, a separate license must be applied for and obtained under each additional assumed or fictitious name.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Legal Status:</b> At least 30 days before a change to a licensee's legal status, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> <li>• Submit copies of the formation or conversion documents.</li> <li>• Return the current original license if the company's name will be amended.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Principal Address:</b> At least 15 days before a change to a licensee's principal location address, update the licensee's NMLS record with the new address.</p> <ul style="list-style-type: none"> <li>• Complete and submit the change of address form. <a href="#">Click here to download.</a></li> <li>• Return the current original license.</li> <li>• Submit a copy of the fully executed lease.</li> <li>• Appropriate fees will be charged through NMLS.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Surety Bond Rider:</b> Submit an original, signed surety bond rider that reflects any name change.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original License: (For change of address, legal status change, or change of name only)</b> - Return the original license.</p>
<b>FILED IN NMLS</b>	<b>ATTACHED</b>	<b>NOT APPLICABLE</b>	<b>ADDITIONAL AMENDMENT ITEMS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change to Qualified Employee:</b> A licensee may amend the qualifying individual/qualified employee (QE) for the MU1 office in NMLS.</p> <p>A Qualified Employee must;</p> <p>(a) be licensed in good standing as a mortgage agent,</p> <p>(b) be designated by the mortgage broker to act on behalf of the mortgage broker and to supervise the conduct of the business of the mortgage broker and the mortgage agents and other staff members employed by the mortgage broker at the licensed location,</p> <p>(c) be present at the licensed office location for which he or she is the</p>

			<p>qualified employee the majority of the time that the office is open to the public, and</p> <p>(d) provide proof of two years verifiable experience in the business of lending money for real estate or mortgages within the last five years.</p> <p>If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Mail the designation of QE form directly to the address above.</p> <p>Click <a href="#">here</a> to download form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Change to Disclosure Questions:</b> Provide complete details of all events or proceedings for any "YES" answer to any of the disclosure questions for the Company or any new Control Person. Upload a copy of any applicable order or supporting documents in NMLS.</p>

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

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