



Amendments Jurisdiction-Specific Requirements



OKLAHOMA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. The following amendments require instructions or items sent outside the NMLS including payment to Oklahoma Department of Consumer Credit:

Name Change

Address Change (Office Location)

Sponsorship Change

- Amendment fees are: \$25.00 FOR ANY LICENSE CHANGE (NAME OR ADDRESS)
OR DUPLICATE (LOST LICENSE)
 \$150.00 TO PLACE A LICENSE ON INACTIVE STATUS

(Check all of the above that apply)

2. Amendment fees paid directly to Oklahoma Department of Consumer Credit. NMLS processing fees are collected through the NMLS and ARE NOT REFUNDABLE.
3. When changing employers, the following applies;
 - You must update the employment section of Form MU4.
 - 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.
 - You must provide your new employer access to your NMLS record
 - Your new employer is requested to submit a “Sponsorship” request.
 - You are required to return your license to this agency if an MB or MBB name and address is listed.

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

4. Filing an amendment through the NMLS does **not** authorize you to conduct business with the changes requested. You must receive authorization from the Department before conducting business with the changes requested.
5. Any change of address, change of name or change in sponsorship must also be reported on the Form MU4.

6. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Oklahoma Department of Consumer Credit
Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

For Overnight Delivery:

Oklahoma Department of Consumer Credit
Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

Oklahoma MLO # □□□□□□□□ _____

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. (For change of office address or change of name only) - Return the original license as issued by the Oklahoma Department of Consumer Credit with a written request for change.
<input type="checkbox"/>	<input type="checkbox"/>	DUPLICATE LICENSE. Send a written request to The Dept. of Consumer Credit stating lost license and the appropriate fee.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN SPONSORSHIP. Loan originator or previous employer must terminate previous sponsorship through NMLS and return original license issued by the Oklahoma Department of Consumer Credit with a letter of explanation and last date of employment.
<input type="checkbox"/>	<input type="checkbox"/>	INACTIVE STATUS. Send a written request with original license and the required fee to the Department of Consumer Credit.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. 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 *Oklahoma Department of Consumer Credit* licensing staff by phone at (405) 521-3653 or send your questions via e-mail to okstate@okdocc.state.ok.us for additional assistance.

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