



Amendments
Jurisdiction-Specific Requirements



OKLAHOMA MORTGAGE BROKER BRANCH LICENSE

Instructions

1. The following amendments require instructions or items sent outside the NMLS:

Name/DBA Change

Address Change

Amendment fees are:

- \$25.00 for any license change (name or address)
- \$25.00 for duplicate or lost license; paid directly to Oklahoma Department of Consumer Credit
- Change of Ownership – Contact Oklahoma Department of Consumer Credit
- Change of Control Person – None
- \$150.00 to place a license on inactive status; paid directly to Oklahoma Department of Consumer Credit

(Check all of the above that apply)

2. NMLS processing fees are collected through the NMLS and ARE NOT REFUNDABLE.
3. 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.
4. Any Change of Address, Change of Name or change in Control Person or Manager (Control person) must also be reported on the applicable Form MU1 and Form MU2.
5. 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

OK MB Branch License # _____

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. (For change of 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"/>	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"/>	SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION. (For all amendments) – supply the Oklahoma Department of Consumer Credit a copy of the documentation that has been filed with the appropriate authority for your name change.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN OWNERSHIP LEGAL DOCUMENTS – Contact the Oklahoma Department of Consumer Credit for instructions.
<input type="checkbox"/>	<input type="checkbox"/>	FORM MU2 FOR ANY CHANGE IN CONTROL PERSON OR MANAGER. A change in any Control person or a change in any person designated as a manager of a licensed office must be reported as an Amendment on the Form MU1 filing with a new Form MU2 submitted through the NMLS.
<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.