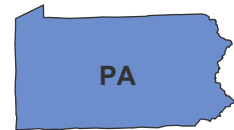




**Amendments**  
Jurisdiction-Specific Requirements



**PENNSYLVANIA MORTGAGE LOAN CORRESPONDENT LICENSE**

**Instructions**

- Licensees are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Pennsylvania Department of Banking changes in any material respect, the licensee must notify the Department of the change within 10 days after the change.
- There are no Department or NMLS processing fees for amendments.
- Any change of address, change of name, or change in any control person (including qualifying individual) must also be reported on the applicable Form MU1 and Form MU2.
- 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:*

*The Pennsylvania Department of Banking  
Licensing Division  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

*For Overnight Delivery:*

*The Pennsylvania Department of Banking  
Licensing Division  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

NMLS Unique ID Number: \_\_\_\_\_

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>CHANGE IN BUSINESS OWNERSHIP.</b> Provide certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CHANGE IN BUSINESS NAME.</b> A certified copy of: <ul style="list-style-type: none"> <li>• Registration of the full legal name, including all trade names, with the Pennsylvania Department of State, Corporations Bureau</li> <li>• The Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability</li> </ul>

		<p>Company), or</p> <ul style="list-style-type: none"> <li>The Partnership Agreement (if a partnership of any form)</li> </ul> <p>Questions: Contact PA Dept of State @ (888) 659-9962 or (717) 787-1057</p> <p><b>If the company structure changes, (i.e. sole prop to Inc. or LLC to Inc. etc.) a new application must be completed.</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDITION OR CHANGE TO DBA.</b></p> <p>A certified copy of:</p> <ul style="list-style-type: none"> <li>Registration of the full legal name, including all trade names, with the Pennsylvania Department of State, Corporations Bureau</li> </ul> <p>Questions: Contact PA Dept of State @ (888) 659-9962 or (717) 787-1057</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE IN CONTROL PERSON OR QUALIFIED INDIVIDUAL.</b> A change in any control person or a change in any person designated as a qualified individual must be reported as an Amendment on the <b>Form MU1</b> filing with a new <b>Form MU2</b> submitted through the NMLS. Criminal background, credit check and tax certificate are required in most circumstances. See the new application checklists for details on the requirements of criminal history background checks, credit history checks and tax certification.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> 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, if not already disclosed to the Department. <i>Include copies of the respective criminal or civil court documents, administrative orders and/or other related public documents</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE TO BOOKS AND RECORDS LOCATION.</b> A change in the address of business books and records to a location other than the principal place of business, when approved by the department through NMLS, is deemed an approved alternate site record keeping location for purposes of the Mortgage Act and will furthermore constitute as a valid change or termination of an existing alternate site record keeping order.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DESIGNATED PENNSYLVANIA AGENT (for out of state applicants only).</b> Submit a “Service of Process Consent” form designating any change to the authorized <u>Pennsylvania</u> agent for service of process.</p>

**WHO TO CONTACT** – Contact the PA Department of Banking licensing staff by phone at (717) 787-3717 or send your questions via e-mail to [ra-asklicensing@state.pa.us](mailto:ra-asklicensing@state.pa.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.



MARKET SQUARE PLAZA | 17 N SECOND STREET, 13TH FL | HARRISBURG, PA 17101  
Ph 717.787.2665 Fx 717.787.8773 W www.banking.state.pa.us

**Designate Pennsylvania Agent of Service of Process**  
**(out of state businesses only)**

The applicant business, in pursuance of action taken at a regular meeting of the members, partners or Board of Directors, does hereby appoint:

**FULL NAME:** \_\_\_\_\_

**RESIDENCE ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

its true and lawful attorney and authorized agent upon whom all lawful process in any proceeding against it may be served and agrees that service of process on its attorney or agent herein named shall be of the same legal force and validity as if served upon it, the said corporation, and the authority for such service of process shall continue in force as long as any liability remains outstanding against it in the Commonwealth of Pennsylvania.

In the case of death, removal from the Commonwealth of Pennsylvania, or any legal disability or disqualification of its attorney or agent herein named, the said corporation does hereby appoint the Secretary of Banking of the Commonwealth of Pennsylvania, and successor in office, to be its true and lawful attorney and authorized agent upon whom all lawful process in any proceeding against it may be served and agrees that service of process on the Secretary of Banking shall be of the same legal force and validity as if served upon it, the said corporation, and the authority for such service of process shall continue in force as long as any liability remains outstanding against it in the Commonwealth of Pennsylvania.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date