



**Amendments**  
Jurisdiction-Specific Requirements



**PUERTO RICO MORTGAGE BROKER (BRANCH)**

**Instructions**

1. Any Change of Address or Change of Branch Manager must be reported by filing an amendment through Form MU3 and Form MU2.
2. Amendment fees are:
  - Change of Address - \$0 per license
  - Change of Name - \$0 per license
  - Change of Branch Manager - \$0 per license

**(Check all of the above that apply)**

3. 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:*

COMMISSIONER OF FINANCIAL INSTITUTIONS  
REGULATION AND LICENSING DIVISION  
PO BOX 11855  
SAN JUAN, PR 00910-3855

*For Overnight Delivery:*

COMMISSIONER OF FINANCIAL  
INSTITUTIONS  
REGULATION AND LICENSING DIVISION  
1492 PONCE DE LEON AVE. SUITE 600  
CENTRO EUROPA BLDG.  
SAN JUAN, PR 00907

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIGINAL LICENSE. (For change of address or change of name only)</b> - Return the original license as issued by the OFFICE OF THE COMMISSIONER OF FINANCIAL INSTITUTIONS.
<input type="checkbox"/>	<input type="checkbox"/>	<b>FORM MU2 FOR ANY CHANGE IN CONTROL PERSON OR MANAGER.</b> A change in any Control person or a change in any person designated as a manager of a licensed office (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.
<input type="checkbox"/>	<input type="checkbox"/>	<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 or any new Manager.

**WHO TO CONTACT** – Contact REGULATION AND LICENSING DIVISION staff by phone at 787-723-8403 or send your questions via e-mail to [reglamentacion@ocif.gobierno.pr](mailto:reglamentacion@ocif.gobierno.pr) 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.