



Amendments
Jurisdiction-Specific Requirements



RHODE ISLAND LOAN BROKER LICENSE

Instructions

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

2. Amendment fees are:
 - Change of Address - \$250 per license or branch certificate
 - Change of Name - \$150 per license (including Trade Name)
\$50 per branch certificate
 - Change of Ownership – No Fee
 - Change of Control Person – No Fee

(Check all of the above that apply)

3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
4. Any change of Address, Change of Name or Change in Control Person or Manager (Control Person for Rhode Island) 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/Overnight Delivery

*State of Rhode Island
Department of Business Regulation
Division of Banking
1511 Pontiac Avenue, Bldg. 68-2
Cranston, RI 02920*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

Rhode Island License Number: _____

Effective Date of Amendment(s): _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER. (For change of address or change of name only) - Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.
<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 Department of Business Regulation.
<input type="checkbox"/>	<input type="checkbox"/>	FINANCIAL STATEMENT(S). (For all amendments)- Provide Financial Statements signed by an executive officer prepared in accordance with Generally Accepted Accounting Principles dated within <u>(60) days</u> of the date of application showing assets, liabilities and net worth <u>or</u> upload them onto NMLS as “Year-to-date” Financial Statements. Financial statements should include a Statement of Financial Condition (Balance Sheet) and a year-to-date Statement of Income and Expenses (Income Statement).
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION <ul style="list-style-type: none"> a. If a corporation, provide a Certificate of Good Standing dated not more than sixty (60) days from the filing of this application issued by the Rhode Island Secretary of State. b. If a limited liability company, provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than sixty (60) days from the filing of this application issued by the Rhode Island Secretary of State. c. If a limited partnerships provide a Certificate of Good Standing for the Limited Partnership from the Rhode Island Secretary of State. d. If a general partnership provide a Certificate of Good Standing for the General Partnership from the City or Town in which the partnership is registered.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN OWNERSHIP LEGAL DOCUMENTS - 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"/>	FINANCIAL STATEMENT OF PROPOSED CONTROL PERSON OR MANAGER. Provide a Personal Financial Statement dated within 90 days of the date of application. Click here to download form
<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFICATION. (For change of control person or manager only) - Provide a copy of a valid ID for all control persons.
<input type="checkbox"/>	<input type="checkbox"/>	FORM MU2 FOR ANY NEW 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 the company or any new Control Person or any new Manager.
<input type="checkbox"/>	<input type="checkbox"/>	AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Provide an executed original copy of the release form for each new Control person or each new person designated as a manager of a licensed office or a branch office. Click here to download form.
<input type="checkbox"/>	<input type="checkbox"/>	FD258 FINGERPRINT CARDS. FD258 FINGERPRINT CARDS AND CERTIFICATION OF FINGERPRINTING FORMS. For each new person designated as a manager of a branch office they must provide (1) two (2) Fingerprint Cards (2) a check in the amount of \$35.00 made out to BCI , for the fingerprint-processing fee. (contact your local FBI office, local Attorney General Office, or local Police Office for fingerprint cards). (3) the agency fingerprinting individual must complete the Certification of Fingerprinting form. Click here to download form (4) Persons residing in the State of Rhode Island must go directly to the Rhode Island Department of Attorney General for fingerprinting (in this case submission of the fingerprint cards to the Division in not required) along with a check or money order payable to BCI in the amount of \$35 for the fingerprint-processing fee.

WHO TO CONTACT – Contact Division of Banking licensing staff by phone at 401-462-9503 or send your questions via e-mail to bankinquiry@dbr.state.ri.us for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR MORTGAGE LENDING ACTIVITIES IN THE STATE OF RHODE ISLAND UNTIL YOU HAVE RECEIVED APPROVAL THROUGH THE NMLS.AND HAVE RECEIVED A LICENSE CERTIFICATE FROM THE RHODE ISLAND DEPARTMENT OF BUSINESS REGULATION.