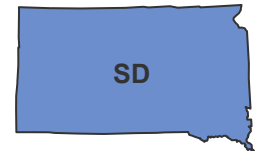




Amendments
Jurisdiction-Specific Requirements



SOUTH DAKOTA MORTGAGE BROKERAGE LICENSE

Instructions

1. File all amendments through NMLS.
2. The following amendment require instructions or items sent outside the NMLS:
 - Change of Address
 - Change of Name
 - Change of Ownership-\$350.00
 - Change of Control Person
 - Change in Business Activity/Services offered
 - DBA addition

(Check all of the above that apply)

3. All Control Persons must undergo a state and federal criminal background check using specific cards which are provided by the SD Division of Banking. **Generic cards cannot be used and will not be accepted.** When applicable, fingerprint cards will be sent out to the contact person once the amendment filing is received through NMLS.
4. **Change of Ownership fees are collected outside of the system at this time. Please mail your payment to the Division at the address below.**
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 and Overnight Delivery:

*South Dakota Division of Banking
Licensing Unit
217 ½ W Missouri Avenue
Pierre, SD 57501*

6. When possible, please send attachments electronically:
 - email: banking@state.sd.us
 - fax: 866-326-7504

NMLS Unique ID Number: _____

Applicant Legal Name: _____

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, change of name, or addition of new trade name.
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION. Provide copy of Certificate of Authority or Trade Name Registration issued by the South Dakota Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	NAME CHANGE - Provide certified copies of all legal documents executed and associated with the name change.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN OWNERSHIP OR CHANGE IN CONTROL – Provide certified copies of all legal documents executed and associated with the change of ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements. Change of ownership fees are collected outside of the system at this time. Please make your payment payable to South Dakota Division of Banking.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN BUSINESS ACTIVITY OR SERVICES OFFERED - Provide complete details of new services or products offered under this license.
		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.

WHO TO CONTACT – Contact South Dakota Division of Banking licensing staff by phone at 605-773-3421 or send your questions via e-mail to banking@state.sd.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.