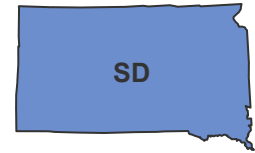




Amendments Jurisdiction-Specific Requirements



SOUTH DAKOTA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Mortgage Loan Originators are required to promptly notify South Dakota through the NMLS of any changes in the information that was provided to South Dakota through the NMLS including a change of employer or employment address.
2. When changing employers, the following applies;
 - You must update the employment section of Form MU4.
 - Confirm that the email address listed in the following locations is current in NMLS;
 - Home Tab>My Account>Update User Profile
 - Filing Tab>Individual>Identifying Information
 - You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
 - Your license status will be updated to **Approved- Inactive** until we receive a “Sponsorship” request from your new employer.
 - You do not have the authority to originate under the **Approved- Inactive** license status.
 - You must provide your new employer access to your NMLS record
 - Your new employer is required to submit a “Sponsorship” request to this agency.
 - Once the new “Sponsorship” request is accepted, your license status will be updated to **Approved** and you will be authorized to conduct business.
 - You are required to return your license to this agency.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.
3. The following amendments require instructions or items sent outside the NMLS:
 - Name Change
 - Change in Disclosures
4. South Dakota does not charge fees for any amendments.
5. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
6. Jurisdiction-specific requirements as identified on the checklist below 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

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	NAME CHANGE LEGAL DOCUMENTS - Provide certified copies of all legal documents executed and associated with the change in name. This could be copies of a divorce decree, marriage certificate, copy of driver's license, etc.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS – Provide complete signed written details of all events or proceedings for any affirmative responses to any of the Disclosure questions. Include supporting documents such as evidence of bankruptcy discharge, criminal conviction dates, satisfaction of sentencing requirements (include military convictions as described in filing definitions), regulatory orders, etc. Explanation and supporting documentation may be submitted by fax 866.326.7504 or email to banking@state.sd.us .

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.