



Amendments Jurisdiction-Specific Requirements



VERMONT MORTGAGE BROKER LICENSE (BRANCH)

Instructions

1. The following amendments require items to be sent to the Vermont Banking Division outside the NMLS:
 - Change in Address
 - Change in Branch Manager
2. The fee to change an address is \$100.00 per license certificate. There are no other amendment fees.
3. All fees, except as otherwise noted, are collected through the NMLS and ARE NOT REFUNDABLE.
4. Any Change of Address or Change in Branch Manager must also be reported on the applicable Form MU3 and/or Form MU2.
5. Jurisdiction-specific requirements, as set out in the checklist below, should be completed first 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:

Vermont Department of Banking, Insurance,
Securities, and Health Care Administration
Banking Division
89 Main Street
Montpelier, VT 05620-3101

For Overnight Delivery:

Vermont Department of Banking, Insurance,
Securities, and Health Care Administration
Banking Division
89 Main Street, 2nd Floor
Montpelier, VT 05620-3101

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
CHANGE IN ADDRESS REQUIREMENTS		
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. Return the original license and Addendum A certificates to the Vermont Banking Division for amendment.
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER. Submit a Surety Bond Rider that reflects the change of address.
CHANGE IN BRANCH MANAGER		
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for all "Yes" answers to any of the Disclosure questions for the Branch Manager.

WHO TO CONTACT – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to nmls@bishca.state.vt.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.