



Amendments
Jurisdiction-Specific Requirements



VERMONT MORTGAGE BROKER – SOLE PROPRIETOR LICENSE

Instructions

1. The following amendments require items to be sent to the Vermont Banking Division outside the NMLS:
 - Change of Name
 - Change in Address
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 of Name, must also be reported on the applicable Form MU1and/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 NAME REQUIREMENTS		
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. Return all original license and Addendum A certificates, including branch licenses and Addenda A, 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 name, including any trade or fictitious name, if one is used.
<input type="checkbox"/>	<input type="checkbox"/>	LEGAL DOCUMENTATION. (For change in name) - Submit a certified copy of any official document evidencing the change in name of the sole proprietor.. If applicable, submit a copy of the Certificate of Trade Name Registration issued by the Vermont Secretary of State authorizing the use of a trade or fictitious name.
CHANGE IN ADDRESS REQUIREMENTS		
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. Return the original license certificate 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.

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.