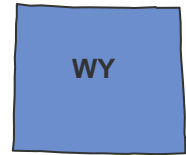




Amendments  
Jurisdiction-Specific Requirements



**WYOMING MORTGAGE LOAN ORIGINATOR LICENSE**

**Instructions**

1. 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 - deficient until we receive a “Sponsorship” request from your new employer.
  - You do not have the authority to originate under the approved-deficient 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.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

2. 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:*  
 Wyoming Division of Banking  
 Herschler Building, 3 East  
 122 West 25<sup>th</sup> Street  
 Cheyenne, WY 82002

*For Overnight Delivery:*  
 Wyoming Division of Banking  
 Herschler Building, 3 East  
 122 West 25<sup>th</sup> Street  
 Cheyenne, WY 82002

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions.

**WHO TO CONTACT** – Contact *Wyoming Division of Banking* licensing staff by phone at (307) 777-6483 or send your questions via e-mail to [michelle.hickman@wyo.gov](mailto:michelle.hickman@wyo.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.