



**John Bel Edwards**  
Governor

STATE OF LOUISIANA  
OFFICE OF FINANCIAL INSTITUTIONS  
BATON ROUGE, LOUISIANA



**John Ducrest, CPA**  
Commissioner

**March 18, 2020**

**Commissioner of Financial Institutions  
Declared Emergency Advisory  
Public Health Emergency – COVID-19  
For  
Residential Mortgage Lenders/Brokers/Originators**

Governor Edwards' Proclamation No. 25 JBE 2020 dated March 11, 2020, and Proclamation No. 27 JBE 2020 dated March 13, 2020 declared a Public Health Emergency through April 9, 2020, unless terminated sooner. Pursuant to the powers vested in me by the provisions of R.S. 6:121.6 to carry out the duties of this office, and, as a result of the serious and continuing concerns regarding this public health emergency in this State which may threaten or impact the lives of the residents and businesses located in this State, I hereby deem these conditions to create an emergency relative to non-depository entities in general, and as to their employees, and their customers, and therefore issue the following:

**Locations and Mortgage Loan Originator Information**

As a result of this finding, I hereby issue this emergency declaration relative to non-depository entities operating in this State, as designated by the Governor's Proclamation, and hereby grant licensees in this State the authority to temporarily close licensed locations located therein or to temporarily close and/or relocate some or all of the operations, services, and products of a closed location to another location or locations within the state and to allow licensed mortgage loan originators to work from home, whether located in State of Louisiana or another state, even if the home is not registered with this office.

**General Guidelines**

Any licensee whose business is materially affected or interrupted by this public health emergency should contact this Office as soon as possible with information regarding your temporary relocation.

In order to assist you and your company, please provide contact information that this office can relay to your customers who may inquire with this office during this time-frame of business interruption.

You may contact OFI via toll free telephone: 1-888-525-9414 or Fax: 225-925-4524 or email: ([ofiland@ofi.la.gov](mailto:ofiland@ofi.la.gov) or [ofilicensing@ofi.la.gov](mailto:ofilicensing@ofi.la.gov)).

**In order to avoid inadvertent payments of otherwise required fees**, you should submit the temporary changes as instructed below and **not** utilize the Nationwide Multi-State Licensing System for submitting location changes and temporary relocations that are **only** a direct result of the declared emergency.

### **Temporary Location Changes**

The required prior written notice for changes in location and/or to relocate some or all of the operations, services, and products of a temporarily closed location to another location or locations within the state is hereby waived for locations in the State of Louisiana or in another state licensed by this office. The change of location fee will be considered for waivers on a case-by-case basis for locations of entities materially affected or interrupted in this emergency situation, provided, the following information is submitted to the Office of Financial Institutions in writing by email ([ofiland@ofi.la.gov](mailto:ofiland@ofi.la.gov) or [ofilicensing@ofi.la.gov](mailto:ofilicensing@ofi.la.gov)), U.S. mail, facsimile, or courier. **Do not submit this information to the Nationwide Multi-State Licensing System** until you are notified by our licensing section to do so.

1. Name/physical address of the closed location
2. Name/physical address/telephone number/other contact information of the new location
3. Name/contact information of person at the new location
4. Such other information as the Commissioner may request

### **Nationwide Multi-State Licensing System**

**If a licensee is not materially affected or interrupted by this emergency**, the licensee should continue to utilize the Nationwide Multi-State Licensing System for all filings.

### **Expiration/Waivers**

This declaration shall expire on April 9, 2020, unless renewed by further declaration of the Commissioner. Compliance with all directives herein is required unless otherwise waived by the Commissioner.

Declared and issued this 18<sup>th</sup> day of March, 2020.



John Ducrest, CPA  
Commissioner  
Office of Financial Institutions