

**Nebraska Department of Banking and Finance**  
**APPLICATION FOR TEMPORARY OFFICE RELOCATION DUE TO HEALTH QUARANTINE**  
**Mortgage Loan Originators and Processors/Underwriters**

Name of Mortgage Banker & NMLS#: \_\_\_\_\_

Name(non-MLO) or NMLS#(if MLO)    Current Location's NMLS#    Temp. Work Location    Est. Length of Relocation

Name(non-MLO) or NMLS#(if MLO)	Current Location's NMLS#	Temp. Work Location	Est. Length of Relocation

Attached additional sheets as necessary.

**Entity Authorization:**

By (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_ NMLS# (if applicable): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this form to the Nebraska Department of Banking and Finance at [dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov). Put your entity's name, NMLS#, and the words "Temporary Branch Relocation" in the subject line. A response will be given from the Department as soon as possible.

Per Nebraska statutes, all residential mortgage loan activity must take place at a licensed location. This includes MLO, processing, and underwriting activity. Use this form for all MLOs, processors, and underwriters who will temporarily work from a non-licensed main or branch location. If this form does not accommodate the type of office relocation taking place for an entity (mass displacement), contact the Department with as much information as possible about the entity's situation at [dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov).

If your entity has not done so already, submit to the Department a copy of your entity's temporary work location policies. All supervision and data security policies and procedures must be followed at any temporary work location.

Date Received: \_\_\_\_\_ NDBF Approval: \_\_\_\_\_ Date: \_\_\_\_\_