Licensee requests Broker of Record change by contacting surety company.

Licensee receives email notification of pending BOR change.

Accepts BOR change?
- Yes: New BOR is able to manage bond.
- No: Surety company must manage bond until applicable state authorization is identified in NMLS.

New BOR has the applicable state authorizations?
- Yes: New BOR and old BOR receive notification of change.
- No: State authorization must be identified on the company profile AND the association with the surety company.

Surety Company receives notification of change.

Old BOR has read-only access to the complete history of the bond prior to the BOR change.

New BOR and old BOR receive notification of change.

- Old BOR is known as Outgoing BOR
- New BOR is known as Incoming BOR

BRO changes cannot be reported for outgoing BORs with bonds pending action.

Done via email/phone call outside of NMLS.