CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, Alaska Division of Banking & Securities requires advance notification for some but not all. See the checklist below for details

Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE

Note: Registrants are not required to report Other Trade Names for the Alaska Registered Depository Institution Branch Registration.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples

Helpful Resources

- Amendments & Advance Change Notice Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information

Contact Alaska Division of Banking & Securities licensing staff via email at mortgage.lending@alaska.gov or phone at (907) 465-6339

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

- **Change of Branch Address**
  - Change of Branch Address: $50 per license

- **Change of Branch Manager**

- **Change of Branch Manager Disclosure Question(s)**

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>AK Registered Depository Institution Branch Registration Change of Branch Address Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Change of Branch Address:</strong> Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. ACN must be submitted 30 days prior to the effective date of the change of main address</td>
<td>NMLS</td>
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<td></td>
<td><strong>Change of Branch Address:</strong> $50 per license</td>
<td>NMLS</td>
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<tr>
<th>Complete</th>
<th>AK Registered Depository Institution Branch Registration Change of Branch Manager Amendment Items</th>
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<td></td>
<td><strong>Addition or Modification of Branch Manager:</strong> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
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<tr>
<td>Note</td>
<td><strong>Change of Branch Manager Fee:</strong> $0 per license</td>
<td>N/A</td>
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<tr>
<td>Complete</td>
<td>AK Registered Depository Institution Branch Registration</td>
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<td>Note</td>
<td><strong>Credit Report:</strong> Credit Reports and authorizations for credit report through NMLS are not required.</td>
<td>N/A</td>
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<tr>
<td>Note</td>
<td><strong>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</strong> Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</td>
<td>N/A</td>
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**Change of Disclosure Question(s):** Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.

**Changing a Response from No to Yes:** Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.

- You must provide an explanation for each “Yes” answer to a disclosure question. You must also upload official document (PDF) related to the explanation.


**Changing a Response from Yes to No:** When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.

- You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation.