



AK Registered Depository Institution Registration Amendment Checklist (Company)

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.

Note: Registrants are not required to report Other Trade Names for the Alaska Registered Depository Institution 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](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

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

For U.S. Postal Service:

*State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
P.O. Box 110807
Juneau, Alaska 99811-0807*

For Overnight Delivery:

*State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
333 Willoughby Avenue, 9th Floor
State Office Building
Juneau, Alaska 99801*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL 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 Legal Name](#)
 - Change of Legal Name: \$100 per license
- [Change of Main Address](#)
 - Change of Main Address: \$50 per license
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [Change of 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.

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|--|--|---------------------------------------|
| Complete | AK Registered Depository Institution Registration Change of Legal Name Amendment Items | Submitted via... |
| <input type="checkbox"/> | Change of Legal Name: Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. ACN must be submitted 30 days prior to the effective date of the change in legal status. | NMLS |
| <input type="checkbox"/> | Change of Legal Name Fee: \$100 per license. | NMLS (Filing submission) |
| <input type="checkbox"/> | Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page for more information. | Electronic Surety Bond in NMLS |
| Complete | AK Registered Depository Institution Registration Change of Main Address Amendment Items | Submitted via... |
| <input type="checkbox"/> | Change of Main Address: 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. | NMLS |
| <input type="checkbox"/> | Change of Main Address: \$50 per license | NMLS |
| Complete | AK Registered Depository Institution Registration Change of Legal Status Amendment Items | Submitted via... |
| Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1). | | |
| <input type="checkbox"/> | Change of Legal Status: Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. ACN must be submitted 30 days prior to the effective date of the change of main address. | NMLS |
| Complete | AK Registered Depository Institution Registration Addition or Modification of Affiliates/Subsidiaries Amendment Items | Submitted via... |
| <input type="checkbox"/> | Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS. | NMLS |

| Complete | AK Registered Depository Institution Registration Addition or Modification of Direct Owners/Executive Officers Amendment Items | Submitted via... |
|--------------------------|---|---|
| <input type="checkbox"/> | Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 30 days' notice must be provided for this change. | NMLS |
| Note | Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS. | N/A |
| Note | MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners/Executive Officers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. | N/A |
| Complete | AK Registered Depository Institution Registration Addition or Modification of Indirect Owners Amendment Items | Submitted via... |
| <input type="checkbox"/> | Addition or Modification of Indirect Owners: Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. | NMLS |
| Note | Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS. | N/A |
| Note | MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Indirect Owners are NOT required to authorize a FBI criminal background check (CBC) through NMLS. | N/A |
| Complete | AK Registered Depository Institution Registration Change of Disclosure Question(s) Amendment Items | Submitted via... |
| <input type="checkbox"/> | Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS. | NMLS |
| <input type="checkbox"/> | 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 company or each control person. See the Company Disclosure Explanations Quick Guide for instructions. | Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2). |

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| <input type="checkbox"/> | <p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You must also upload a document (PDF) related to the explanation.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p> | NMLS |
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