



Amendments Jurisdiction-Specific Requirements



CALIFORNIA FINANCE LENDERS LAW LICENSE (BRANCH)

Instructions

1. File all amendments through NMLS. The following amendments have special instructions or items sent outside the NMLS:
2. CA-DBO does not charge amendment fees for the fields listed below (Check all that apply):
 - Change or Addition of Trade Name (“dba”) – No charge
 - Change of Branch Manager – No charge

CA-DBO charges fees for the fields listed below that cannot be collected through NMLS and must be paid by sending a check made payable to Department of Business Oversight along with this checklist. (Check all that apply):

- Change of Address – 10 days pre-notification of a change of address is required. If notification to the Department of Business Oversight is more than 10 days after the date relocated, then a \$500 penalty is required. In order to facilitate this requirement, it will be necessary to submit a separate Change of Address form directly to the Department prior to the relocation date and the date you are able to reflect the change on NMLS. The required form is available on our website at the following link: http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/CFLChangeOfAddress.pdf. See checklist for additional information.
 - Fingerprint Fees for Branch Manager – \$20 for livescan processing or \$86 for fingerprint cards.
3. All fees collected through the NMLS ARE NOT REFUNDABLE.
 4. Any change of address, change or addition of trade name or change in control person or manager must also be reported on the applicable Form MU1, Form MU2 and MU3.
 5. Filing an amendment through NMLS does not authorize you to conduct business with the changes requested. You must receive authorization from the Department of Business Oversight before conducting business with the changes requested.
 6. The person attesting to the filing of the amendment request must be an authorized individual of the applicant who has submitted a MU2 form. All jurisdiction-specific documents requiring a signature must also be signed by an authorized individual who has submitted a MU2 form.
 7. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following address:

For U.S. Postal Service:

Department of Business Oversight
NMLS Licensing Unit
320 West 4th Street, Suite 750
Los Angeles, CA 90013

For Overnight Delivery:

Department of Business Oversight
NMLS Licensing Unit
320 West 4th Street, Suite 750
Los Angeles, CA 90013

NMLS Unique ID Number: _____

Applicant Legal Name: _____

CALIFORNIA FINANCE LENDERS LAW LICENSE

BRANCH AMENDMENTS CHECKLIST

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. – If the branch is adding or changing a fictitious business name that your company has not already licensed, provide a file-stamped copy of the Certificate of Filing from the County Clerk in California where the fictitious business name was filed. In California, a company is not authorized to use a fictitious business name if an assumed name is issued by the California Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	FORM MU2 FOR ANY CHANGE IN BRANCH MANAGER. <ul style="list-style-type: none">• A change in manager must be reported as an Amendment on the Form MU3 filing with a new Form MU2 submitted through the NMLS.• A copy of the completed Request for Livescan for each individual. The Request for Livescan must contain the information completed by the Livescan Transmitting Agency. Livescan Form number BC 8018 CFL must be used when applying under the California Finance Lenders Law. Please refer to the DBO website at http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/BC8018CFL.pdf• If the individual resides and works outside the State of California, a fingerprint card and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement in lieu of the Request for Livescan noted above. The Request for Exemption can be found at http://www.ag.ca.gov/publications/bcii9004.pdf. Fingerprint cards may be obtained from the Department of Business Oversight.• Payment of \$20.00 for processing of each Livescan or \$86.00 for processing of each fingerprint card.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE OF ADDRESS. <p>The California Finance Lenders License Change of Address Form must be submitted directly to the Department of Business Oversight at least 10 days prior to the date of your move. The form is available at the following link: http://www.dbo.ca.gov/Licensees/Finance_Lenders/pdf/CFLChangeOfAddress.pdf If at least 10 days notice is not provided an administrative penalty of \$500 must be submitted along with the form.</p> <p>The form should be mailed to the following address: Department of Business Oversight Attn: CFL Licensing Specialist 320 W. 4th Street, Suite 750 Los Angeles, CA 90013</p>
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.

WHO TO CONTACT – Contact Department of Business Oversight by phone at 1-866-275-2677 or visit our website at www.dbo.ca.gov for additional assistance.

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