



Amendments Jurisdiction-Specific Requirements



CALIFORNIA RESIDENTIAL MORTGAGE LENDING ACT (BRANCH)

Instructions

1. File all amendments through NMLS by amending the Branch Form.
2. There are no fees for branch amendments.
3. 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 (formerly Department of Corporations) before conducting business with the changes requested.
4. A change in business location must be filed 10 days prior to the date you intend to operate at the new location.
5. Any change in branch manager must also be reported on the applicable Company Form and Individual Form.
6. 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: _____

| FILED IN NMLS | ATTACHED | NOT APPLICABLE | CALIFORNIA RESIDENTIAL MORTGAGE LENDING ACT BRANCH LICENSE AMENDMENTS |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NAME CHANGE. If the branch is adding or changing a fictitious business name that your company has not already licensed please provide a copy of the Fictitious Business Name Statement bearing the seal of the County Clerk for each fictitious business name to be used. Refer to Section 17000 of the Business and Professions Code for the requirements of filing this statement. 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"/> | <input type="checkbox"/> | Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions any new branch manager. |

WHO TO CONTACT – Please refer to the Department of Business Oversight' website at www.dbo.ca.gov or contact Department of Business Oversight by phone at 866-275-2677 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.