



## Amendment Checklist

Jurisdiction-Specific Requirements



### CALIFORNIA BROKER OR CORPORATION BRANCH OFFICE ENDORSEMENT

#### Instructions:

1. DRE does not require Advance Change Notification (ACN) through NMLS, make the changes in NMLS as of the effective date and submit supporting documentation as instructed below.
2. Before an amendment to a branch license can be filed, licensed brokers or corporations performing MLO licensed activities from a branch office must have been issued a branch office license issued by DRE.
3. Branch office licenses filed with DRE cannot be changed, but are added or cancelled as requested provided the correct documentation is filed with DRE.
4. Branch office license cancelations in NMLS require the licensee to file a surrender request of the branch office license through NMLS. The addition of a new branch office license will require the filing of a new form MU3 through NMLS.
5. Filing an amendment through NMLS does not authorize you to conduct business with the changes requested. You must receive the branch office license from DRE prior to conducting activities from the location.
6. There are no amendment fees for changes made to Form MU3 through NMLS. These changes may include changing an existing branch office location to a new branch office location, provided that the new branch office location is currently licensed by DRE.

For Overnight Delivery:

Department of Real Estate  
Licensing Section-NMLS Unit  
1651 Exposition Blvd.  
Sacramento, CA 95815

For U.S. Postal Service:

Department of Real Estate  
Licensing Section-NMLS Unit  
P.O. Box 137008  
Sacramento, CA 95813-7008

**WHO TO CONTACT** – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH THE NMLS.