



**Amendments**  
Jurisdiction-Specific Requirements



**CALIFORNIA DRE REAL ESTATE BROKER LICENSE  
MLO LICENSE ENDORSEMENT (COMPANY)**

**ALERT!** For California DRE licensees, who are amending an MU1 filing, **do not** select the “Add” button located at the bottom of the page in the License/Registration Information screen. If you select the add button, you **will** incur additional fees that will **NOT BE REFUNDED!** Please scroll down and select “Next” to continue to complete the filing.

**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. Real Estate Brokers requesting to change information contained on form MU1 (as a company) must file an amendment through the NMLS system. You must log into the NMLS system in order to file an amendment. After you have logged in, click on the “Filing tab” for further instructions on this process.
3. Personal name changes, mailing and main office address, and DBA additions or cancellations must be processed and approved through DRE **before** you submit any amendment requests through NMLS. These requests require separate filing and/or additional documentation to be submitted to DRE.
4. Filing an amendment through the NMLS does not authorize you to conduct business with the changes requested unless those changes are reflected on your DRE license records.
5. There are no amendment fees for changes made to Form MU1 through NMLS.
6. [Quick Guides](#) are located on the NMLS Resource Center to help you through each of the actions required above.

*For U.S. Postal Service:*

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

*For Overnight Delivery:*

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

**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.