



**Amendments**  
Jurisdiction-Specific Requirements



**MORTGAGE LOAN ORIGINATOR LICENSE**

**Instructions**

The following amendments require instructions or items sent outside the NMLS:

1. Change of license status
2. Change of name
3. Change of contact information
4. File any Amendments in NMLS through the Filing Tab and through Form MU4.
  - For employment changes - Log into your account on the Division website @ [https://eservices.psiexams.com/index\\_login.jsp](https://eservices.psiexams.com/index_login.jsp) and update company name, email, etc
    - Update the employment section of Form MU4 and submit
    - Confirm that the email address listed in the following locations is current in NMLS and RMS
    - Home Tab>My Account>Update User Profile
    - Filing Tab>Individual>Identifying Information
5. 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:
6. Complete and submit the Mortgage Loan Originator Update form on the Division website @ [http://www.dora.state.co.us/real-estate/mortgage/documents/forms/Update\\_info.pdf](http://www.dora.state.co.us/real-estate/mortgage/documents/forms/Update_info.pdf)

*For U.S. Postal Service:*

*Division of Real Estate  
Mortgage Loan Originator Program  
1560 Broadway, Ste.925  
Denver, CO, 80202*

*For Overnight Delivery:*

*Division of Real Estate  
Mortgage Loan Originator Program  
1560 Broadway, Ste.925  
Denver, CO, 80202*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND RIDER. (For change of address or change of name only) -</b> Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.

**WHO TO CONTACT** – Contact the *Division of Real Estate* licensing staff by phone at 303-894-2166 or send your questions via e-mail to [real-estate@dora.state.co.us](mailto:real-estate@dora.state.co.us) for additional assistance or visit the Division website at <http://www.dora.state.co.us/real-estate/>.

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.