



Branch Amendments
Jurisdiction-Specific Requirements



DELAWARE BROKER BRANCH

Instructions

Delaware does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. Delaware does not collect amendment fees.
2. All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service:

*Office of the State Bank Commissioner
Licensing
1110 Forrest Avenue
Dover, DE 19904*

For Overnight Delivery:

*Office of the State Bank Commissioner
Licensing
1110 Forrest Avenue
Dover, DE 19904*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DOCUMENT REQUIRED FOR ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Mail the following...</p> <ul style="list-style-type: none"> • Original Surety Bond Rider with explanatory letter. • Note that Delaware requires all Delaware-licensed locations of any company licensee to have the same trade names listed in the licensed name.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure Questions and upload a copy of any applicable orders or documents.</p>

WHO TO CONTACT – Contact *the Delaware Bank Commissioner’s* licensing staff by phone at (302) 739-4235 or send your questions via e-mail to Carole.Hoffecker@state.de.us for additional assistance.

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.