



Branch Amendments Jurisdiction-Specific Requirements



DELAWARE LICENSED LENDER BRANCH

Instructions

When making changes to your record in NMLS 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

- Delaware does not collect fees for non-ownership related changes.

All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to upload documents for an amendment that doesn't require advance change notice:
 - a. In the NMLS document upload section, select the applicable document type.
2. 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"/>	DOCUMENT REQUIRED FOR ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Mail the following documents: <ul style="list-style-type: none">• Original Company Surety Bond Rider• Note that Delaware requires all Delaware-licensed locations of a company licensee to list the same trade names in their licensed name.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	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.

WHO TO CONTACT – Contact *the Delaware State 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.