



PR Debt Management Services Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, the Puerto Rico Office of the Commissioner of Financial Institutions requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact Permits and Licensing Division licensing staff by phone at [787\) 723-3131](tel:787-723-3131) x2197, 2336, 2214, or send your questions via email to reglamentacion@ocif.pr.gov for additional assistance.

For U.S. Postal Service:

COMMISSIONER OF FINANCIAL INSTITUTIONS
PERMITS AND LICENSING DIVISION
PO BOX 11855
SAN JUAN, PR 00910-3855

For Overnight Delivery:

COMMISSIONER OF FINANCIAL
INSTITUTIONS
PERMITS AND LICENSING DIVISION
1492 PONCE DE LEON AVE. SUITE 600
CENTRO EUROPA BLDG.
SAN JUAN, PR 00907

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- [Change of Branch Address](#)
 - Change of Branch Address: \$0 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$0 per license
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

Complete	PR Debt Management Services Branch License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 Days notice must be provided for this change.</p>	NMLS

Complete	PR Debt Management Services Branch License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<p>Note: Debt Management Licensees are prohibited from using more than one trade name, fictitious name, or DBA for each license obtained. Therefore, please be advised that applicants may only list <u>one name</u> in the <i>Other Trade Names</i> section on the Branch Form (MU3) for PR.</p>		
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 Days must be provided for this change.</p> <p>Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	NMLS

Complete	PR Debt Management Services Branch License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. 30 Days must be provided for this change.</p> <p>Note: If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1).</p>	NMLS

NMLS ID Number (Company)	
NMLS ID Number (Branch)	
Licensee Legal Name	

Complete	PR Debt Management Services Branch License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.	NMLS
<input type="checkbox"/>	Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	NMLS
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. Note: See the Requirements/Documents Uploaded in NMLS or Requirements Completed Outside of NMLS section for CBC requirements.	N/A
<input type="checkbox"/>	State Background Check: Branch Managers are required to mail a Criminal Background check. Must cover the last 10 years. If the state or country of residence does not provide the service, a private provider may be used. Note: This is separate from the NMLS federal background check for the submission of the Individual Form (MU4).	Mail to Puerto Rico Office of the Commissioner of Financial Institutions
<input type="checkbox"/>	Change in Designation of Qualified Employee for the Branch Location: This may be a separate individual from the Branch Manager identified in NMLS. Must include signature from company officer stating the individual has an MU2 Association with the entity.	Upload in NMLS: under the Document Type Designation of Branch Qualified Employee in the <i>Document Uploads</i> section of the Branch Form (MU3).

Complete	PR Debt Management Services Branch License Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS