



HI Escrow Depository License Amendment Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

Hawaii Division of Financial Institutions (HI-DFI) requires all licensees to file an Advance Change Notice and obtain prior approval for:

- [Change of Legal Name](#)
- [Change of Principal Office Address](#)
- [Addition or of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)

Other changes do not require advance notice; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

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](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact *Hawaii Division of Financial Institutions* licensing staff by phone at (808) 586-2820 or send your questions via email to dfi-nmls@dcca.hawaii.gov or additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Division of Financial Institutions
335 Merchant Street, Rm 221
Honolulu, Hawaii 96813*

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 Legal Name](#)
- [Change of Principal Office Address](#)
 - **Change of Principal Office Address:** \$100
 - A \$50 license reissuance fee will be invoiced after the subject branch has completed its relocation and the current license is returned.
- [Addition or of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
 - **Change in Control:** \$5,000
- [Addition or Modification of Indirect Owners](#)
 - **Change in Control:** \$5,000
- [Addition or Modification of Qualifying Individuals](#)
- [Change of 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 filing through NMLS.

NMLS ID Number	
Licensee Legal Name	

Complete	HI Escrow Depository License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. Prior approval by HI-DFI is required for legal name changes. Prior approval by HI-DFI is required for a change to the Company's legal name. Failure to obtain prior approval may result in an administrative fine pursuant to Section 449-4, HRS.	NMLS
Note	Change of Legal Name Fee: \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Return Original License: Company is required to return its license to this agency within five days of the completion of its name change.	Mail to HI-DFI
<input type="checkbox"/>	Updated Bond, Insurance or Other security: Updated bond, insurance or other security devices must be submitted related to this change type. <ul style="list-style-type: none"> • Escrow Depository Bond • Fidelity Bond • Errors and Omissions Insurance 	Upload in NMLS: under the Document Type <u>Errors and Omissions (Insurance Policy)</u> , or <u>Fidelity Bond</u> , or <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee Legal Name	

Complete	HI Escrow Depository License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. Prior approval by HI-DFI is required for a relocation of the Principal Office. Failure to obtain prior approval may result in an administrative fine pursuant to Section 449-4, HRS.	NMLS
<input type="checkbox"/>	Change of Main Address: \$100 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	License Reissuance Fee: \$50 license reissuance fee will be invoiced after the Company has completed its relocation and the current license is returned.	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	Return Original License: Company is required to return its license to this agency.	Mail to HI-DFI

Complete	HI Escrow Depository License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Addition of Other Trade Name: Submit an ACN for an addition of an Other Trade Name through the Company Form (MU1) in NMLS. Prior approval by HI-DFI is required to use a trade name. Failure to obtain prior approval may result in an administrative fine pursuant to Section 449-4, HRS.	NMLS
Note	Addition of Other Trade Name \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Trade Name/Assumed Name Registration Certificates: Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	HI Escrow Depository License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS. If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	NMLS

Complete	HI Escrow Depository License Change of Legal Status Amendment Items	Submitted via...
<p>Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</p>		
<input type="checkbox"/>	<p>Change of Legal Status: Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.</p>	<p>NMLS</p>

Complete	HI Escrow Depository License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Organizational Chart/Description: Submit an updated chart showing (or a description which includes) the percentage of ownership of:</p> <ul style="list-style-type: none"> • Direct Owners (total direct ownership percentage must equate to 100%) • Indirect Owners • Subsidiaries and Affiliates of the applicant/licensee <p>This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p> <p>Note: If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p>Upload in NMLS: under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

NMLS ID Number	
Licensee Legal Name	

Complete	HI Escrow Depository License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an addition or change in Direct Owners within the Company Form (MU1) in NMLS.</p> <p>Prior approval by HI-DFI is required if a person or persons acting in concert acquires the power to vote fifty-one percent or more of any voting securities of a licensee. Failure to obtain prior approval may result in an administrative fine pursuant to Section 449-3, HRS.</p> <p>Note: Prior approval is not required for changes in executive officers. Submit an amendment for this change in the Direct Owners/Executive Officers section in the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Change in Control: \$5,000</p> <p>Any intended transfer of the voting stock which may result in the acquisition of control shall be reported to the commissioner in writing. Upon determination by the Commissioner that the intended transfer will result in the acquisition of control, the transferee of the stock shall file an application for approval to act as an escrow depository and shall not acquire control of an escrow depository until the transferee has been approved by the Commissioner.</p>	NMLS (Agency Fee Invoice)
Note	<p>Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.</p>	N/A
<input type="checkbox"/>	<p>Change in Control Documentation: The following must be submitted related to this change type.</p> <ul style="list-style-type: none"> • Purchase agreement • Names of the stockholders, officers and directors of the acquirer • Evidence of the character , financial responsibility, experience, and ability of the officers and directors of the acquirer 	Mail to HI-DFI
<input type="checkbox"/>	<p>Criminal Background Check: An individual in a position of control is required to provide fingerprints for federal and Hawaii State background checks to be performed.</p> <p>The criminal background check cannot be performed through NMLS.</p> <p>Fingerprinting can be done at a FieldPrint Live Scan location. FieldPrint has Live Scan locations in all 50 states including the District of Columbia and Puerto Rico.</p> <p>You can find a Live Scan location near you at: www.fieldprinthawaii.com.</p>	Visit FieldPrint Hawaii for more information.

Complete	HI Escrow Depository License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
	<p>Please check the <u>Escrow Depository</u> box to use the fingerprints for the Escrow Depository license. Individuals who reside outside of the U.S. may write to DFI requesting fingerprint cards.</p> <p>Note: The company's application must be submitted prior to scheduling an appointment with FieldPrint.</p>	

NMLS ID Number	
Licensee Legal Name	

Complete	HI Escrow Depository License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Indirect Owners: Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. Prior approval by HI-DFI may be required if this change results in a change in control pursuant to Chapter 449, HRS.	NMLS
<input type="checkbox"/>	Change in Control: \$5,000 Any intended transfer of the voting stock which may result in the acquisition of control shall be reported to the commissioner in writing. Upon determination by the Commissioner that the intended transfer will result in the acquisition of control, the transferee of the stock shall file an application for approval to act as an escrow depository and shall not acquire control of an escrow depository until the transferee has been approved by the Commissioner.	NMLS (Agency Fee Invoice)
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	Change in Control Documentation: The following must be submitted related to this change type. <ul style="list-style-type: none"> • Purchase agreement • Names of the stockholders, officers and directors of the acquirer • Evidence of the character , financial responsibility, experience, and ability of the officers and directors of the acquirer 	Mail to HI-DFI
<input type="checkbox"/>	Criminal Background Check: An individual in a position of control is required to provide fingerprints for federal and Hawaii State background checks to be performed. The criminal background check cannot be performed through NMLS. Fingerprinting can be done at a FieldPrint Live Scan location. FieldPrint has Live Scan locations in all 50 states including the District of Columbia and Puerto Rico. You can find a Live Scan location near you at: www.fieldprinthawaii.com . Please check the Escrow Depository box to use the fingerprints for the Escrow Depository license. Individuals who reside outside of the U.S. may write to DFI requesting fingerprint cards. Note: The company's application must be submitted prior to scheduling an appointment with FieldPrint.	Visit FieldPrint Hawaii for more information.

Complete	HI Escrow Depository License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Qualifying Individual: Submit an ACN for an addition or change in Designated Escrow Officer by updating the <i>Qualifying Individual</i> section of the Company Form (MU1) in NMLS. 15 Days' notice must be provided for this change. The HI Designated Escrow Officer should be identified as the Qualifying Individual in NMLS. Section 449-7.5(c), HRS, requires that an escrow depository business shall be under the direct management of an officer, or an employee, designated by its board of directors as escrow officer for the corporation	NMLS
Note	Change of Qualifying Individual: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A

Complete	HI Escrow Depository License Change of 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 Company Form (MU1) 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 company or each control person. See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, 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 company or each control person. You must also upload a document (PDF) related to the explanation. See the Company Disclosure Explanations Quick Guide for instructions.	NMLS