Instructions

When making changes to your record in NMLS, the Kansas Office of the State Bank Commissioner (OSBC) requires advance notification for some changes. See the checklist below for details. Make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. Kansas OSBC no longer collects amendment fees for license amendments made through NMLS.

2. Kansas OSBC no longer collects fingerprint processing fees outside the system for the addition of a direct owner or executive officer individual. A $36.26 fee will be added per FBI Criminal Background Check authorization for each individual added to the Company Form (MU1).

   The social security number is requested pursuant to K.S.A. 74-148, K.S.A. 9-2201, et seq., K.S.A. 16a-1-101 et seq., and/or K.S.A. 50-1116, et seq. Your social security number may be used for the following purposes: as a means of identification, to complete an investigation into your criminal history and financial background, to verify information in your application, to verify licensure in another state, identification purposes in national databases (including NMLS), testing and examination identification, to collect monies through the State of Kansas Setoff Program or through a contracted collection agency or law firm. Your social security number may be shared with any agency of the United States, any state agency, any governmental agency, or any associations representing governmental agencies which are necessary or beneficial to the administration of the Kansas Mortgage Business Act, K.S.A. 9-2201, et seq., the Uniform Consumer Credit Code, K.S.A. 16a-1-101, et seq., or the Credit Services Organization Act, K.S.A. 50-1116, et seq.

3. All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
   a. In the NMLS document upload section; you must select Advance Change Notice for document type.
   b. Documents required to be uploaded through Advance Change Notice are considered proposed documents until reviewed by the agency. If there isn’t a document type available for a specific Advance Change Notice event, you must email the document(s) directly to Kansas OSBC at licensing@osbckansas.org.

2. If you are required to upload document(s) for an amendment that doesn’t require Advance Change Notice:
   a. In the NMLS document upload section, select the applicable document type.

3. If you are required to provide document(s) outside of NMLS:
   a. You must email the document(s) within 5 business days to licensing@osbckansas.org.
NMLS Company ID Number: ____________________
Applicant Legal Name: ______________________________________

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<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED ADVANCE CHANGE NOTICE ITEM</th>
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<td><strong>CHANGE OF LEGAL NAME.</strong> Submit an ACN for a Change of Legal Name through the Company Form (MU1) through NMLS. <strong>10 days</strong> notice must be given for this change.</td>
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**Documents required for change of Legal Name:**

- Upload copies of the Articles of Incorporation, or Articles of Organization and Operating Agreement, or Partnership Agreement (as amended)

**Surety Bond Rider:** Licensees may submit their surety bond to Kansas in one of the ways listed below.

1. **If you HAVE converted to the Electronic Surety Bond,** contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the [ESB for NMLS Licensees page](#) of the NMLS Resource Center for more information about the Electronic Surety Bond process.

**Note:** Pursuant to the adoption of the Electronic Surety Bond (ESB) on August 31, 2018, you will be required to convert your existing paper Surety Bond to NMLS via the submission of an ESB by August 31, 2019. See the [ESB Adoption Table](#) and the [ESB for NMLS Licensees page](#) of the NMLS Recourse Center for more information.

**If you have NOT converted to the Electronic Surety Bond,** upload the Surety Bond Rider that reflects the change of name in NMLS under the Document Type Surety Bond in the Document Uploads section of the Company Form (MU1). The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.
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| **CHANGE OF MAIN ADDRESS.** Submit an ACN for a Change of Main (Corporate) Address through the Company Form (MU1) through NMLS. **10 days’** notice must be given for this change.  

**KANSAS BONA FIDE OFFICE ONLY:** If amending the address of a Kansas bona fide location, identify the new address by completing the following attestation. See Mortgage Company License description Kansas State Licensing Requirements page in NMLS for more information.  

Street Address: _______________________________________________

City: _________________________, KANSAS Zip Code: _____________  

*Upload to NMLS a complete executed copy of lease agreement in company name for address of Kansas bona fide office location. Sign the below attestation; email to: licensing@osbckansas.org, as an authorized Direct Owner or Executive Officer for the company, attest to the fact that the address above meets the definition of a Kansas bona fide office prescribed in K.S.A. 9-2201(b) and as explained in the Description page for a Kansas Mortgage Company License.*

________________________________________  ___________________

(Signature of Authorized Direct Owner/Officer) (Date)

________________________________________

(Printed Name of Authorized Direct Owner/Officer) (Title)

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| **ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES.** Submit an ACN for an Addition, Change or Deletion of an Other Trade Name(s) through the Company Form (MU1) through NMLS. **10 days’** notice must be given for this change.

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| **CHANGE OF LEGAL STATUS.** Submit an ACN for a change of Legal Status within the Company Form (MU1) through NMLS. **10 days’** notice must be given for this change.  

**Documents required for change of Legal Status:**  

Upload copies of the following documents:

- Articles of Incorporation, Articles of Organization and Operating Agreement, or Partnership Agreement (as amended)
ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS. Submit an ACN for an addition or change in Direct Owners/Executive Officers (DO/EO) within the Company Form (MU1) through NMLS. **10 days** notice must be given for this change.

**Document required for ACN of Addition or modification of direct owners/Executive officers:**
- Provide written verification from licensee’s surety bond company stating the current bond will remain in force following a change in ownership. Such a statement is not required for an executive officer change only.

**MU2 Individual FBI Criminal Background Check Requirements:** The individuals listed as Direct Owners and Executive Officers on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS. After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.

See the **Quick Guides - Individual section** of the NMLS Resource Center for more information. See **Completing the Criminal Background Check Process** for instructions on authorizing a CBC within NMLS and scheduling an appointment to have fingerprints captured.

**Note:** If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.

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**WHO TO CONTACT** – Contact the Kansas Office of the State Bank Commissioner, Division of Consumer and Mortgage Lending licensing staff by phone at 785-296-2266, option 2 or send questions via email to: licensing@osbckansas.org

**Kansas Office of the State Bank Commissioner**  
**Division of Consumer and Mortgage Lending**  
700 SW Jackson St., Suite 300  
Topeka, KS 66603

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