



Amendments Jurisdiction-Specific Requirements



LOUISIANA MORTGAGE BRANCH REGISTRATION

Instructions:

1. To amend your Branch Form (MU3) in NMLS, enter the Filing Tab, create a new filing and enter the section of the Branch Form (MU3) that requires amendment, make the appropriate changes, proceed to the attest and submit field and attest to all changes. The fee for a change in branch location is \$100.
2. Each individual originating residential mortgage loans at the new location must be separately licensed. An Individual Form (MU4) must be filed through the NMLS system and approved by LOFI for each individual originator. After the Individual Form (MU4) is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process. [NMLS Quick Guides](#).
3. All fees are collected through the NMLS and are non-refundable.
4. The regulator will review the filing and all required documents and communicate with you via e-mail through NMLS.
5. Jurisdiction-specific requirements as identified on the checklist below must be received along with a copy of this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
P.O. Box 94095
Baton Rouge, LA 70804-9095*

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINATOR LIST. Provide a list of originators that will be assigned to the branch location who will be originating Louisiana residential mortgage loans, unless you are a wholesale lender.
<input type="checkbox"/>	<input type="checkbox"/>	WHOLESALE LENDERS must submit a signed copy of the lease (and sublease, if applicable) and a Wholesale Lender Location form Wholesale Lender Form-Location only.doc If a sublease is submitted, we require written authorization from the original landlord that the location may be subleased.

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov.

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

YOU ARE NOT AUTHORIZED TO UTILIZE THE BRANCH LOCATION FOR MORTGAGE ACTIVITY IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.