



LA Check Casher License Amendment Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Louisiana Office of Financial Institutions (LA) 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](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact *Louisiana Office of Financial Institutions, Non-depository Division* licensing staff by phone at (225) 925-4660 or send your questions via email to nmls@ofi.louisiana.gov for additional assistance.

For U.S. Postal Service:

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

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
P.O. Box 94095
Baton Rouge, LA 70809-7024*

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 Legal Name: \$50 per license
- [Change of Main Address](#)
 - Change of Main Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$50 per license
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [Change in Ownership/Control](#)
- [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.

NMLS ID Number	
Licensee Legal Name	

Complete	LA Check Casher License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name/Name Conversion: Submit an ACN for a change of Legal Name/Name Conversion through the Company Form (MU1) in NMLS. 30 days' notice must be provided for this change.	NMLS
<input type="checkbox"/>	Change of Legal Name Fee: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Filing submission)
<input type="checkbox"/>	Return Original License: Company is required to return its license to this agency.	Mail to OFI

NMLS ID Number	
Licensee Legal Name	

Complete	LA Check Casher 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. 30 days' notice must be provided for this change.	NMLS
<input type="checkbox"/>	Change of Main Address: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Official Gaming Statement: Please complete the Official Gaming Statement for each location and upload onto the NMLS.	Email to: nmls@ofi.louisiana.gov or Mail to OFI

Complete	LA Check Casher License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Other Trade Name: Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. 30 days' notice must be provided for this change.	NMLS
<input type="checkbox"/>	Addition of Other Trade Name \$50 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Filing submission)
<input type="checkbox"/>	Trade Name/Assumed Name Registration Certificates: Trade Name/Assumed Name Registration Certificates must be submitted related to this change type. If operating under an "Other Trade Name", upload a copy of the Secretary of State certificate regarding the ability to do business under that trade name. Sole Proprietors may upload a copy of the Clerk of Court certificate or a Secretary of State certificate. This document should be named <i>Louisiana Check Casher Trade Name – Assumed Name</i> . Note: This requirement must also be completed if the company is a Sole Proprietorship.	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <u>Document Uploads</u> section of the Company Form (MU1).

Complete	LA Check Casher License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Company Form (MU1) in NMLS.	NMLS

Complete	LA Check Casher 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. If the change in Legal Status does not involve a name conversion with the Louisiana Secretary of State, please contact the Office of Financial Institutions at 225-925-4660. It may be necessary to file a new application to complete the change in legal status.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Upload Certificate of Authority/Good Standing Certificate from the Louisiana Secretary of State. This document should be named <i>Louisiana Certificate of Authority/Good Standing</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	LA Check Casher 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>

Complete	LA Check Casher License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Direct Owners/Executive Officers: Submit an amendment for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS.	NMLS
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> Direct Owners with 10% or more in ownership are required to complete and FBI CBC. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> All Executive Officers are required to complete and FBI CBC. <p>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.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>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.</p>	NMLS
<input type="checkbox"/>	Ownership Chart: Please upload an ownership chart reflecting the change in direct owners of 10% or more.	Upload in NMLS: under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	LA Check Casher License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Indirect Owners: Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.	NMLS
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), Indirect Owners, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> Indirect Owners with 25% or more in ownership are required to complete and FBI CBC. <p>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.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>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.</p>	NMLS
<input type="checkbox"/>	Ownership Chart: Please upload an ownership chart reflecting the change in indirect owners of 25% or more.	Upload in NMLS: under Organizational Chart/Description in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee Legal Name	

Complete	LA Check Casher License Change in Ownership/Control	Submitted via...
Note	Change in Ownership (all entity types) of more than 50%: According to the Louisiana Check-Cashing Law (R.S.6:1004(D)(1)), “No person shall acquire or control a license through the acquisition or control of more than fifty percent of the ownership interest in a licensee without first having obtained written approval from the commissioner....”	N/A
Note	Limited Liability Company (LLC) Change in Ownership of 25% or more: According to the Louisiana Check-Cashing Law (R.S.6:1004(D)(3)(c)), “When the licensee is a limited liability company or a limited liability partnership, the licensee is acquired or controlled if one of the following occurs: <ul style="list-style-type: none"> a) There is a change of members or general partners. b) An existing member or general partner acquires or controls the licensee as provided in Paragraph (2) of this Subsection. c) (c) The commissioner determines that there has been a significant change in the membership or partnership interests, including but not limited to a change in ownership or control, directly or indirectly affecting twenty-five percent or more of the total interest of the licensee. 	N/A
<input type="checkbox"/>	Change in Ownership of more than 50%: if applicable, submit an ACN for a change in ownership of more than 50% through the Company Form (MU1) in NMLS. Prior approval is required.	NMLS
<input type="checkbox"/>	Limited Liability Company (LLC) Change in Ownership of 25% or more: if applicable, submit an ACN for a LLC change in ownership of more than 25% through the Company Form (MU1) in NMLS. Prior approval is required.	NMLS
<input type="checkbox"/>	Change in Control Fee: \$300	Mail check to Louisiana Office of Financial Institutions
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)

Complete	LA Check Casher License Change in Ownership/Control	Submitted via...
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> • Direct Owners with 10% or more in ownership are required to complete and FBI CBC. <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> • Indirect Owners with 25% or more in ownership are required to complete and FBI CBC. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> • All Executive Officers are required to complete and FBI CBC. <p>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 Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>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.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Purchase Agreement or Board of Resolution: A purchase agreement or board of resolution must be submitted related to this change type.</p>	<p>Upload in NMLS: under the Document Type Advance Change Notice in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Pre-ownership Chart: Please upload the pre-ownership change chart onto the NMLS.</p>	<p>Upload in NMLS: under the Document Type Advance Change Notice in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Post-ownership Chart: Please upload the post-ownership change chart onto the NMLS.</p>	<p>Upload in NMLS: under the Document Type Advance Change Notice in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	LA Check Casher 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