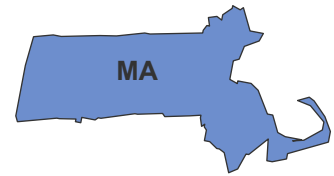




**Amendments**  
Jurisdiction-Specific Requirements



**MASSACHUSETTS MOTOR VEHICLE SALES FINANCE LICENSE (BRANCH)**

**Instructions**

1. The following amendments require items to be sent to Massachusetts outside the NMLS:
  - Branch Address change
  - Branch Manager change
2. The branch address amendment fee is \$200.00. There are no other amendment fees.
3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
4. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your amendment filing through the NMLS at the following:

*Massachusetts Division of Banks  
Attn: Motor Vehicle Sales Finance/Consumer Finance  
Company Licensing Unit  
1000 Washington Street  
10th floor  
Boston, MA 02118-2218*

**THE AMENDMENT CHECKLIST MUST BE COMPLETED FOR ALL APPLICABLE AMEDEMMENTS  
AND MAILED TO THE DIVISION OF BANKS**

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

| FILED IN NMLS                                 | ATTACHED | NOT APPLICABLE           | ITEM   |
|---|----------|--------------------------|--|
| <b>BRANCH ADDRESS AMENDMENT REQUIREMENTS:</b> |          |                          |  |
| <input type="checkbox"/>                      | N/A      |                          | <p><b>Amend branch address in the “Physical Address” field of the “Identifying Information” section of Branch Form.</b> The change will trigger a \$200.00 change of address fee. Please be advised that you are required to amend any other address fields on Branch Form that have also changed, however no fee will be charged for those amendments.</p>  |
| <b>BRANCH MANAGER AMENDMENT REQUIREMENTS:</b> |          |                          |  |
| <input type="checkbox"/>                      | N/A      |                          | <p><b>Amend the branch manager for Massachusetts in the “Branch Manager” section of Branch Form.</b></p>   |
| <input type="checkbox"/>                      | N/A      | <input type="checkbox"/> | <p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Branch Form (MU3), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p><i>Branch Managers</i></p> <ul style="list-style-type: none"> <li>Branch Manager is defined as an individual whose principle office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</li> </ul> <p>After the authorization of the FBI criminal background check through the submission of the Branch Form (MU3) and Individual Form (MU2), you must schedule an appointment to be fingerprinted.</p> <p>See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> 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> |
| <input type="checkbox"/>                      | N/A      | <input type="checkbox"/> | <p><b>DISCLOSURE QUESTIONS.</b> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>   |

**WHO TO CONTACT** – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 61479 or send your questions via e-mail to [nmls@state.ma.us](mailto:nmls@state.ma.us) for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MOTOR VEHICLE FINANCING ACTIVITIES IN THE COMMONWEALTH OF MASSACHUSETTS UNTIL YOU HAVE OBTAINED LICENSURE IN MASSACHUSETTS.