



# MA Mortgage Lender License Amendment Checklist (Company)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, Massachusetts Division of Banks requires advance notification for some changes. See the checklist below for details.

**Note:** All documents required outside of the NMLS must be received within 5 business days of the submission through NMLS.

### 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 [MA Division of Banks](#) licensing staff by phone at [\(617\) 956-1500 ext. 61480](#) or send your questions via email to [nmls@state.ma.us](mailto:nmls@state.ma.us) for additional assistance.

*For U.S. Postal Service & For Overnight Delivery:*

*Massachusetts Division of Banks  
Attn: Mortgage Lender/Mortgage Broker Licensing Unit  
1000 Washington Street  
10th floor  
Boston, MA 02118-2218*

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 Main Address](#)
  - Change of Main Address: \$200 per license
- [Change of Record Keeping Location](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Change of Disclosure Question\(s\)](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [Addition or Modification of Qualifying Individuals](#)

**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	MA Mortgage Lender License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.	NMLS
Note	<b>Change of Legal Name Fee:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<p><b>Surety Bond Rider:</b> Upload and mail an original Mortgage Lender company surety bond rider (or new bond if applicable) that reflects the entity's new legal name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p> <p>If a new surety bond is needed, use the <a href="#">Mortgage Lender Surety Bond Form</a>.</p> <p><b>Effective September 12<sup>th</sup>, 2016, you must submit an Electronic Surety Bond to satisfy this requirement.</b></p> <p>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 <a href="#">NMLS Resource Center</a> for more information.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND</b></p> <p><b>Mail to MA</b></p>
<input type="checkbox"/>	<p><b>Secretary of State Documentation:</b> Provide all relevant name change documentation from the Secretary of State(s) office(s) to verify the licensee's legal name has been properly amended with its home state and with the Secretary of the Commonwealth. Based on review of the notification, additional documents may be required.</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p>	<p><b>Upload in NMLS:</b> 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>

NMLS ID Number	
Licensee Legal Name	

Complete	MA Mortgage Lender License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Main Address:</b> 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.</p> <p><b>Note:</b> Be advised that you are required to amend any other address fields in the Company Form (MU1) that have also changed, however no fee will be charged for those amendments.</p>	NMLS
<input type="checkbox"/>	<p><b>Change of Main Address:</b> \$200 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS
<input type="checkbox"/>	<p><b>Surety Bond Rider:</b> Upload and mail an original Mortgage Lender company surety bond rider (or new bond if applicable) that reflects the entity's new main address. The name address of the principal insured on the bond must match exactly.</p> <p>If a new surety bond is needed, use the <a href="#">Mortgage Lender Surety Bond Form</a>.</p> <p><b>Effective September 12<sup>th</sup>, 2016, you must submit an Electronic Surety Bond to satisfy this requirement.</b></p> <p>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 <a href="#">NMLS Resource Center</a> for more information.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND</b></p> <p><b>Mail to MA</b></p>

Complete	<b>MA Mortgage Lender License</b> <b>Change of Record Keeping Location Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<p><b>Change of Record Keeping Location:</b> Submit an amendment for a change in the record keeping location for the company through the <i>Books and Records</i> section of the Company Form (MU1) in NMLS.</p> <p>Notate within the Books &amp; Records Comment Section within the NMLS a detailed description of the Record Keeping Plan and software utilized.</p>	<b>NMLS</b>

Complete	<b>MA Mortgage Lender License</b> <b>Addition or Modification of Other Trade Name Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<p><b>Amendment of Other Trade Name:</b> Submit an amendment for a change to an existing/approved trade name in the “Other Trade Names” in the Company Form (MU1) in NMLS.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Addition of Other Trade Name:</b> Submit an amendment for an addition of an Other Trade Name through the Company Form (MU1) in NMLS. It is the applicant’s responsibility to ensure that all names are properly registered with the required municipality or government agency.</p> <p>If the licensee will be operating under its legal name and just one trade name or DBA designation, listing that trade name in the section mentioned above is sufficient. However, if the licensee will be operating under <u>more</u> than one trade name or DBA designation, separate “Other Trade Name” licenses are required for those names.</p> <p>When adding a second trade name or DBA designation, the licensee must apply for a separate Mortgage Lender License-Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1). See the MA Mortgage Lender New Application Checklist for more information.</p> <p><b>Note:</b> A licensee may apply for up to 8 “Other Trade Name” licenses per business license. The fees associated with each Other Trade Name license are equal to the Massachusetts Mortgage Lender license fees, and all fees collected through NMLS are non-refundable.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Addition of Other Trade Name (when adding more than OTN):</b> \$1,500 per Other Trade Name License.</p> <p><a href="#">See the MA Mortgage Lender License New Application Checklist for more information.</a></p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	<b>NMLS (Filing submission)</b>

Complete	MA Mortgage Lender License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS.</p> <p>Massachusetts Division of Banks requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, licensee must request to surrender the appropriate Mortgage Lender License-Other Trade Name # license. This surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p> <p><b>Note:</b> Be advised that the trade or fictitious name must also be removed from any applicable Branch Forms (MU3).</p>	<p><b>NMLS</b></p>

Complete	MA Mortgage Lender License Change of Legal Status Amendment Items	Submitted via...
<p><b>Note:</b> In many cases, a change to 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><b>Change of Legal Status:</b> Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.</p>	<p><b>NMLS</b></p>

Complete	MA Mortgage Lender License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p>	<p><b>NMLS</b></p>

Complete	MA Mortgage Lender License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person. Should a yes response apply to multiple incidents, each incident must have its own explanation and document upload.  See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> 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, if applicable.  See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>NMLS</b>

NMLS ID Number	
Licensee Legal Name	

Complete	MA Mortgage Lender License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 15 days' notice must be provided for this change.</p> <p><b>Note:</b> General Laws chapter 255E, §5, states in part, "Such license shall not be transferrable or assignable...." If a company amends 100% of its ownership, the Division is required to process the change as a new application under General Laws chapter 255E, §3, and the Division's regulations 209 CMR 42.00 et seq, and will require the \$300 license investigation fee to be paid to Massachusetts outside of NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>Credit Report:</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>Management Chart:</b> Upload an updated management chart reflecting the NEW licensee's directors, officers, and managers (individual name and title).</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">Management Chart</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> 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. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p>Note: This includes the <i>Direct Owners/Executive Officers</i> sections of the Company Form (MU1).</p> <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 <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>	NMLS



NMLS ID Number	
Licensee Legal Name	

Complete	MA Mortgage Lender License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Indirect Owners:</b> Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. 30 days' notice must be provided for this change.	NMLS
<input type="checkbox"/>	<b>Credit Report:</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	NMLS
<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Company Form (MU1), Indirect Owners, 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>Note: This includes the Indirect <i>Owners</i> section of the Company Form (MU1).</p> <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 <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>	NMLS

NMLS ID Number	
Licensee Legal Name	

Complete	MA Mortgage Lender License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Qualifying Individual:</b> Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS.	NMLS
Note	<b>Change of Qualifying Individual:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>Credit Report:</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	NMLS
<input type="checkbox"/>	<b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Company Form (MU1), Qualifying 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.  Note: This includes the <i>Qualifying Individual</i> section of the Company Form (MU1).  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 <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.  <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.	NMLS
<input type="checkbox"/>	<b>Evidence Of Experience:</b> Provide third party evidence that the new qualifying individual has three years of full-time experience, or the equivalent in part-time experience, working for a licensed mortgage broker, mortgage lender, or financial institution exempt from licensing under G.L. c. 255E. See <a href="#">Regulatory Bulletin 5.1-102 Experience Requirements for Mortgage Lender and Mortgage Broker Licensing</a> .	Mail to MA