



# MD Money Transmitter Self Service Financial Kiosk

## Amendment Checklist

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### CHECKLIST SECTIONS

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

### GENERAL INFORMATION

#### Instructions

Maryland Commissioner of Financial Regulation (MD) requires advance notice for a change of address; see the checklist below for additional information.

#### 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 Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

#### Agency Contact Information

Contact *Maryland Commissioner of Financial Regulation* licensing staff by phone at *(410) 230-6100* or toll free at *888-784-0136*, or send your questions via email to [finreg.licensing@maryland.gov](mailto:finreg.licensing@maryland.gov) for additional assistance.

*For U.S. Postal Service or Overnight Delivery:*  
*Maryland Commissioner of Financial Regulation*  
*Attention: Licensing Unit*  
*500 N. Calvert St., Suite 402*  
*Baltimore, MD 21202*

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 Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)

**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 submission through the NMLS.

Complete	MD Money Transmitter Kiosk License Change of Kiosk Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Branch Address:</b> Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. At least 60 days' notice must be given for this change.</p> <p><b>Note:</b> Maryland imposes a surcharge for each failure to timely provide advance notification of a change of address.</p>	NMLS
Note	<p><b>Change of Branch Address:</b> \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A

Complete	MD Money Transmitter Kiosk License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p><b>Note:</b> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	NMLS
Note	<p><b>Addition of Other Trade Name Fee:</b> \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	<p><b>Trade Name/Assumed Name Registration Certificates:</b> Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.</p> <p>Provide a trade name registration certificate issued by the Maryland Department of Assessments and Taxation.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	MD Money Transmitter Kiosk 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 Branch Form (MU3) in NMLS.</p> <p><b>Note:</b> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</p>	NMLS