



# MI Mortgage Loan Originator License Amendment Checklist (Individual)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, review the checklist below.

### Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)
- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [Change of Employer Quick Guide](#)

### Agency Contact Information

Contact [Consumer Finance Section](#) by phone at [\(877\) 999-6442](tel:8779996442) or send your questions via email to [difs-fin-info@michigan.gov](mailto:difs-fin-info@michigan.gov) for additional assistance.

#### *For U.S. Postal Service:*

*Department of Insurance and Financial Services  
Consumer Finance Section  
PO Box 30220  
Lansing, MI 48909-7720*

#### *For Overnight Delivery:*

*Department of Insurance and Financial Services  
Consumer Finance Section  
530 W. Allegan St., 7<sup>th</sup> Floor  
Lansing, MI 48933*

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 Employment](#)
  - Change in Sponsorship Fee: \$100
  - NMLS Sponsorship Change Processing Fee: \$30
  
- [Change of Residential Address](#)
  - Change of Residential Address Fee: \$15
  
- [Change of Legal Name](#)
  - Change of Legal Name Fee: \$15
  
- [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	MI Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>End Company Relationship:</b> End the “Relationship” with your former employer in NMLS if the company has not already done so.</p> <p>See the <a href="#">Removing Access &amp; Ending Relationships Quick Guide</a> for instructions.</p> <p><b>Note:</b> Once the current “Sponsorship” is removed, your license status will be updated to Approved-Inactive. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by MI and your license status is updated to Approved.</p>	NMLS
<input type="checkbox"/>	<p><b>Employment History:</b> Update the Employment History section of the Individual Form (MU4).</p>	NMLS
<input type="checkbox"/>	<p><b>Confirm Email Address:</b> Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> <li>• Home Tab&gt;My Account&gt;Update User Profile</li> <li>• Filing Tab&gt;Individual&gt;Identifying Information section</li> </ul>	NMLS
<input type="checkbox"/>	<p><b>Grant Company Access:</b> Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship.</p> <p>See the <a href="#">Providing Access to a Company Quick Guide</a> for instructions.</p> <p><b>Note:</b> After access is granted, your new employer is required to submit a “Sponsorship” request to this agency.</p> <p><b>Note:</b> You are not authorized to conduct business until the sponsorship request from your new employer is accepted by MI and your license status is updated to Approved.</p>	NMLS
<input type="checkbox"/>	<p><b>Change of Sponsorship Fee:</b> \$100</p> <p><b>NMLS Sponsorship Change Processing Fee:</b> \$30</p> <p>Fees will be paid by your employer at time of sponsorship request.</p> <p>Fees collected through NMLS are NOT REFUNDABLE.</p>	NMLS
<input type="checkbox"/>	<p><b>Surety Bond:</b></p> <ul style="list-style-type: none"> <li>• If MLO has an Individual MLO Surety Bond that states former employer’s address, mail an original surety bond rider that reflects the new employer’s address.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• MLO will automatically be added to the new employer’s Company MLO</li> </ul>	Mail to Michigan Department of Insurance and Financial Services

Complete	MI Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
	<p>Surety Bond once sponsorship is requested (if bond on file), or must submit an original, signed Individual MLO Surety Bond form <a href="#">FIS 2135</a> with Power of Attorney. MLO name and address on the Individual MLO Surety Bond must match MLO name and address on NMLS.</p>	

NMLS ID Number	
Licensee Legal Name	

Complete	MI Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Update Residential History Section:</b> If changing residence, you must update the <i>Residential History</i> section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4).	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Residential Address Fee:</b> \$15. See the <a href="#">Paying an Invoice Quick Guide</a> for instructions.	<b>NMLS (Agency Fee Invoice)</b>
<input type="checkbox"/>	<b>Surety Bond Rider:</b> If MLO has an Individual MLO Surety Bond that states former residential address, mail an original surety bond rider that reflects the new residential address.	<b>Mail to</b> Michigan Department of Insurance and Financial Services

NMLS ID Number	
Licensee Legal Name	

Complete	MI Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Update Identifying Information Section:</b> If changing your legal name, you must update the <i>Identifying Information</i> section of the Individual Form (MU4).	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Legal Name Fee: \$15</b> See the <a href="#">Paying an Invoice Quick Guide</a> for instructions.	<b>NMLS (Agency Fee Invoice)</b>
<input type="checkbox"/>	<b>Surety Bond Rider:</b> If MLO has Individual MLO Surety Bond, mail an original surety bond rider that reflects the new legal name.	<b>Mail to</b> Michigan Department of Insurance and Financial Services
<input type="checkbox"/>	<b>Legal Documents:</b> Provide a copy of the appropriate legal document which supports the legal name change (i.e., marriage certificate, divorce decree, court document).	<b>NMLS</b>

Complete	MI Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change in Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) 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.”  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).
<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”. You may also upload a document (PDF) related to the explanation.  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>NMLS</b>