



Amendments Jurisdiction-Specific Requirements



MISSISSIPPI MORTGAGE BRANCH LICENSE

Instructions

1. File any Amendments in NMLS through the Filing Tab and Form MU3.
2. Mississippi charges amendment fees for the fields listed below through NMLS (Check all that apply):
 - Change of Address \$26 per license
 - Change of Other Trade Names \$26 per license
3. All fees collected through the NMLS ARE NOT REFUNDABLE
4. For a **branch address** change, the following must be completed:
 - Update the branch address in the *Identifying Information* section of the Branch Form (MU3).
 - Surety Bond
 - If you HAVE converted to the Electronic Surety Bond (ESB), no further action is required for your bond.
 - If you have NOT converted to the Electronic Surety Bond, you must convert the existing company surety bond to NMLS via the submission of an ESB. [See the MS ESB Conversion Plan for more information.](#)
 - For a branch address change, the company must also upload under the Surety Bond tab reflecting commercial zoning for the new location IF the location is in Mississippi.
 - For a branch address change, all MU4 loan originators assigned to this location must change their Employment History to reflect the address change. The addresses must match EXACTLY to what the branch MU3 is reflecting.
5. For a **trade name** change or addition to the branch, the company must update the company's MU1 and add or change the trade name.

*Mississippi Department of Banking and Consumer Finance
Mortgage Division
POST OFFICE BOX 12129
JACKSON, MISSISSIPPI 39236-2129
800-844-2499*

WHO TO CONTACT – For licensing questions, please contact the Mortgage Division licensing staff via email to mortgage@dbcf.ms.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUESTS THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.