



## Amendments Jurisdiction-Specific Requirements



### MISSISSIPPI MORTGAGE LENDER LICENSE

#### Instructions

1. File any Amendments in NMLS through the Filing Tab and Company (MU1) Form.
2. Amendment Fees:
  - Main Address Amendment is \$26
  - Company Legal Name Amendment is \$26
  - Other Trade Name Amendment is \$26
  - Qualifying Individual Amendment is \$36
  - Stockholder Change Amendment is \$1501

**All fees are non-refundable.**

3. Submit the Electronic Surety Bond (ESB) through NMLS if you have not done so. Visit the [ESB for NMLS Licensees page](#) for more information.
4. See below for information needed for each type of amendment. We may request additional information upon review of your amendment request. Watch your e-mail for such requests.

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

UPLOADED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDRESS CHANGE:</b> If the location is inside the state of Mississippi, proof of Commercial Zoning will be required.</p> <p>In addition, submit the Electronic Surety Bond (ESB) through NMLS. You will need to contact the surety bond producer to inform them of the change of address and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> for more information.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>LEGAL NAME CHANGE:</b> The change of name information from the Mississippi Secretary of State must be uploaded to NMLS or emailed to <a href="mailto:mortgage@dbcf.ms.gov">mortgage@dbcf.ms.gov</a>.</p> <p>In addition, submit the Electronic Surety Bond (ESB) through NMLS. You will need to contact the surety bond producer to inform them of the legal name change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> for more information.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>OTHER TRADE NAME CHANGE:</b></p> <p>Update the <i>Other Trade Names</i> section of the Company Form (MU1) to reflect the change.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>QUALIFYING INDIVIDUAL CHANGE:</b></p> <p><b>CREDIT CHECK:</b> Authorization for a credit report to be pulled through NMLS. The person designated as the Qualifying Individual with the company for Mississippi (possessing the required experience) must be identified on a company's Form MU1 filing (under the <i>Qualified Individual</i> Section) and submit a Form MU2. Only one (1) Qualifying Individual may be listed for Mississippi.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>STOCKHOLDER CHANGE AMENDMENT:</b> Per Statute 81-18-19(1), no person shall acquire directly ten percent (10%) or more of the voting shares of ownership of a licensee without filing a prior Advanced Change Notice. In addition, the cost of the Stockholder Change amendment is \$1501.00 and will be invoiced through NMLS by the Department.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>EXECUTIVE OFFICER CHANGE:</b></p> <p>In Mississippi, an Executive Officer is defined as “the chief executive officer, the president, the principal financial officer, the principal operating officer, each vice president with responsibility involving policy-making functions for a significant aspect of a person’s business, the secretary, the treasurer, or any other person performing similar managerial or supervisory functions with respect to any</p>

			<p>organization whether incorporated or unincorporated.”</p> <p>For each Executive Officer individual change on the MU2, the individual must: Authorize a credit report</p>
<input type="checkbox"/>	N/A	<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><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>All direct owners with over 10% ownership are required to authorize a CBC.</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>All individuals reported on an MU2 in this position type are required to complete a criminal background check in NMLS.</li> </ul> <p><i>Qualifying Individuals</i></p> <ul style="list-style-type: none"> <li>All individuals reported on an MU2 in this position type are required to complete a criminal background check in NMLS.</li> </ul> <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="#">Criminal Background Check 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>

**WHO TO CONTACT – For licensing questions, please** contact the Mortgage Division licensing staff by phone at 1-800-844-2499 or send your questions via e-mail to [mortgage@dbcf.ms.gov](mailto: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.