# Motor Vehicle Sales Finance Branch In State Amendment Checklist (Branch)

## CHECKLIST SECTIONS


- General Information
- Amendments


## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, New Mexico Financial Institutions Division (FID) requires advance notification for some changes. See the checklist below for details.

### 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


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

*New Mexico Financial Institutions Division*
*2550 Cerrillos Road*
*PO Box 25101*
*Santa Fe, New Mexico 87504*

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
- Change of Branch Manager
- Change of Branch Manager 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. 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 | Motor Vehicle Sales Finance Branch In State<br>Change of Branch Address Amendment Items | Submitted via… |
|---|---|---|
| ☐ | **Change of Branch Address:** Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 days notice must be provided for this change. | **NMLS** |
| Note | **Change of Branch Address:** $0 per license<br>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | **N/A** |

| Complete | Motor Vehicle Sales Finance Branch In State<br>Addition or Modification of Other Trade Name Amendment Items | Submitted via… |
|---|---|---|
| ☐ | **Addition or Modification of Other Trade Name:** Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days must be provided for this change.<br>**Note:** When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1). | **NMLS** |
| Note | **Addition of Other Trade Name Fee:** $0 per license<br>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | **N/A** |

| Complete | Motor Vehicle Sales Finance Branch In State<br>Deletion of Other Trade Name Amendment Items | Submitted via… |
|---|---|---|
| ☐ | **Deletion of Other Trade Name:** Submit an ACN for a deletion of an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days must be provided for this change.<br>**Note:** 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). | **NMLS** |

| Complete | Motor Vehicle Sales Finance Branch In State<br>Change of Branch Manager Amendment Items | Submitted via… |
|---|---|---|
| ☐ | **Addition or Modification of Branch Manager:** Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. | **NMLS** |
| Note | **Change of Branch Manager Fee:** $0 per license | **N/A** |

| Complete | Motor Vehicle Sales Finance Branch In State<br>Change of Branch Manager Amendment Items | Submitted via… |
|---|---|---|
| | Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | |
| Note | **Credit Report:** Credit Reports and authorizations for credit report through NMLS are not required. | **N/A** |
| Note | **MU2 Individual FBI Criminal Background Check Not Required Through NMLS:** Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. | **N/A** |

| Complete | Motor Vehicle Sales Finance Branch In State<br>Change to Branch Manager Disclosure Question(s) Amendment Items | Submitted via… |
|---|---|---|
| ☐ | **Change of Disclosure Question(s):** Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager's Individual Form (MU2) in NMLS. | **NMLS** |
| ☐ | **Changing a Response from No to Yes:** Provide a complete and detailed explanation and document upload for each response that changes from "No" to "Yes" for the Branch Manager.<br>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions. | **Upload in NMLS** in the *Disclosure Explanations* section of the Individual Form (MU2). |
| ☐ | **Changing a Response from Yes to No:** When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.<br>You must select "Add Explanation for "No" Responses" and provide an explanation for each response that changes from "Yes" to "No" for the Branch Manager. You must also upload a document (PDF) related to the explanation.<br>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions. | **NMLS** |