



NC Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instructions

File all amendments or change notices through the NMLS.

There is no fee to the North Carolina Office of the Commissioner of Banks to file an amendment or change notice.

Send nothing to the North Carolina Office of the Commissioner of Banks by mail for an amendment or change notice. We may request additional information upon review of your filing and documentation uploaded to the NMLS; watch the NMLS license deficiency or requirements section for such requests and follow the checklist below for instructions.

NOTES:

Each mortgage broker or mortgage lender licensed under the N.C. Gen. Stat. [§ 53-244.106](#) shall display in plain view the certificate of licensure issued by the Commissioner in its principal office and in each branch office.

Branch manager candidates are required to authorize a new credit report in the NMLS to determine if they meet the financial responsibility requirements defined in [NCGS § 53- 244.060\(4\)](#) and [04 NCAC 03M .0205](#). In addition, they must have three years of residential mortgage lending experience, and be a licensed mortgage loan originator in North Carolina meeting the requirements pursuant to N.C. Gen. Stat. [§§ 53-244.040\(f\), 53-244.050\(b\)](#) and [04 NCAC 03M .0204](#).

A branch manager must be a North Carolina licensed MLO and be designated for each licensed location. They may serve as the branch manager for only one location.

Address changes must be provided to the NCCOB via updates to the MU3 in the NMLS and should include changes to mailing addresses, phone numbers, fax numbers, email, etc.

Frequently Asked Questions are available on our [website](#). Some common FAQs for branches are:

As an MLO, may I work from home?

Yes. However, N.C. Gen. Stat. §§ [53-244.105\(c\)](#) and [53-244.030\(4\) and \(26\)](#) do not allow a principal office or licensed branch to be located at an individual's home or residence, and records must be maintained at a principal office or licensed branch.

Is there a maximum distance a N.C. licensed mortgage loan officer can reside from a licensed branch?

Although N.C. General Statute §§ [53-244.030\(4\) and \(26\)](#) do not allow a principal office or branch office to be located at an individual's home or residence, they do not prohibit a mortgage loan originator from working remotely. However, licensees are reminded that business records and files must be maintained at a principal office or licensed branch. The licensee, and its employees, remain responsible for safeguarding all consumer information and ensuring effective oversight of business activities.

All fees are collected through the NMLS and ARE NON-REFUNDABLE.

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 the North Carolina Non-Depository Mortgage Licensing & Registration Team by phone at (919) 733-3016 or send your questions via email to Branch@nccob.gov for additional assistance. Any documents required should be uploaded to the NMLS documents section. Below is our mailing address only for informational purposes. No paper documentation is required to be mailed as part of the amendment process. All documentation is to be uploaded in the NMLS:

For U.S. Postal Service:

*North Carolina Office of the Commissioner of Banks
Non-Depository Mortgage Licensing Team
4309 Mail Service Center
Raleigh, NC 27699-4309*

For Overnight Delivery:

*North Carolina Office of the Commissioner of Banks
Non-Depository Mortgage Licensing Team
316 West Edenton Street
Raleigh, NC 27603*

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.

Complete	NC Branch License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Branch Address: Submit a change of Branch Address through the Branch Form (MU3) in NMLS within 15 days of the change.</p> <ul style="list-style-type: none"> • Upload a copy of the lease agreement to the NMLS Documents under the header of Additional Requirements. If the lease is a sub-lease, also upload the master lease and the landlord's consent to sub-lease. The file name should be Lease. • Upload evidence of commercial or office zoning for the new address. The file name should be Zoning. 	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Leasing Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

Complete	NC Branch License Change of Branch Business Activity or Services Offered	Submitted via...
<input type="checkbox"/>	<p>Change in Business Activity or Services Offered: An amendment to the NMLS Branch Business Activities must be submitted related to this change type. Branch business activities should not exceed the approved business activities of the principal office.</p> <p>NOTES: Reverse mortgage brokering is not an allowable business activity in North Carolina.</p> <p>Reverse mortgage lending is only allowable to be added for the branch if the principal office has received approval to perform the reverse mortgage lending business activity. Branch offices that conduct the reverse mortgage lending activity must be identified in each applicable branch form (MU3).</p>	<p>NMLS</p>

Complete	NC Branch License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
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Complete	NC Branch License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an Advance Change Notice (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.</p> <p>Note: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p> <p>Note: North Carolina does not limit the number of other trade names.</p>	<p>NMLS</p> <p>Upload in NMLS: 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>
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.</p> <p>If operating under an “Other Trade Name”, upload an executed copy of a North Carolina Assumed Name Certification regarding ability to do business under that trade name from a North Carolina Register of Deeds office as required under N.C. General Statute Chapter 66, Article 14A.</p> <p>This document should be uploaded to the principal office’s MU1 documents as it is the principal office that applies for the DBA.</p>	<p>Upload in NMLS: 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	NC Branch License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>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).</p>	<p>NMLS</p>

Complete	NC Branch License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS within 15 days of the change – see N.C. Gen. Stat. § 53-244.040(f).</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Credit Report for Branch Manager: \$15 per person.</p>	<p>NMLS (Filing submission)</p>
<input type="checkbox"/>	<p>Credit Report for Branch Manager: When added to the Branch Form (MU3), Branch Managers will be required to complete an Identity Verification Process</p>	<p>NMLS</p>

Complete	NC Branch License Change of Branch Manager Amendment Items	Submitted via...
	(IDV) along with an individual attestation before a Branch Manager amendment for your company can be filed through NMLS. Note: The requirements of financial responsibility are pursuant to N.C. General Statute § 53-244.060(4) .	
<input type="checkbox"/>	FBI Criminal Background Check for Branch Manager: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	Individual FBI Criminal Background Check Requirements: When added to the Branch Form (MU3), Branch Managers are required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check, you must schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information. Note: 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.	NMLS
<input type="checkbox"/>	Branch Attestation: Submit an executed Prohibited Branch Arrangement Attestation Form (MLA19 – Branch Attestation) through our agency website login. Please note that you cannot access this automated request form until one business day after application through the NMLS. This online form is to be completed by a control person of the company as acknowledgement for current branch applications or any future branches. <i>NOTE: Only one attestation is to be completed by the company, not one for each branch. If the company has already completed the attestation on our system, this step is considered already complete.</i>	Complete a Branch Attestation on NCCOB's Website: Login credentials can be requested on the site within one business day of application submission: https://www.nccob.gov/online/Login.aspx . Click on Branch Attestation and complete the online form as prompted – to be completed by a control person of the company as acknowledgement for current or future branches.
<input type="checkbox"/>	Resume: Upload a resume with the Branch Manager's detailed work experience pursuant to NCGS §53-244.050(b)(2) and 04 NCAC 03M.0204 . Note: Ensure the resume is updated with the most recent employer, job title and job description details. Ensure the resume data matches the NMLS Employment History screen information.	Upload in NMLS: under the Document Type Verification of Experience in the Document Uploads section of the Individual

Complete	NC Branch License Change of Branch Manager Amendment Items	Submitted via...
		Filing MU2).

Complete	NC Branch License Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	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
<input type="checkbox"/>	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. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	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. 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 may also upload a document (PDF) related to the explanation. If documentation is not uploaded, you may be requested to upload supporting documentation by our Licensing Specialist. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS