



Nebraska Mortgage Banker License Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Nebraska 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

Contact [Nebraska Department of Banking and Finance](#) licensing staff by phone at [\(402\) 471-2171](tel:4024712171) or send your questions via email to dob.mortgage@nebraska.gov for additional assistance.

For Delivery of Documents:

For Electronic Delivery

dob.mortgage@nebraska.gov

Include applicant name and
NMLS # in the subject line.

For U.S. Postal Service:

Nebraska Department of
Banking and Finance
P.O. Box 95006
Lincoln, NE 68509

For Overnight Delivery:

Nebraska Department of
Banking and Finance
1526 K Street, Suite 300
Lincoln, NE 68508

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](#)
 - Addition of Other Trade Names: \$0 per branch license
- [Deletion of Other Trade Name](#)
 - Deletion of Other Trade Name: \$0
- [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	NE Mortgage Banker License (Branch) Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	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 Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	NE Mortgage Banker License (Branch) Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	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' notice must be provided for this change. 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 Branch license. (Fee collected for Company OTN). Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
Note	The Other Trade Name must be approved for the Mortgage Banker Company before the Branch can use the OTN. The surety bond rider and Registration of Trade Name are uploaded into the Company Form (MU1).	N/A

Complete	NE Mortgage Banker License (Branch) Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. 30 Days' notice must be provided for this change. 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
<input type="checkbox"/>	Deletion of Other Trade Name Fee: \$0 per license	N/A

Complete	NE Mortgage Banker License (Branch) 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.</p> <p>Note: A change in branch manager of a licensed office must be reported as an Amendment on the Form MU3 filing. The branch manager must hold a Nebraska MLO license, unless a Branch Affidavit is on file with the Department.</p>	NMLS
Note	<p>Change of Branch Manager Fee: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
Note	<p>Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.</p>	N/A
<input type="checkbox"/>	<p>Branch Affidavit: If no activity that would require the issuance of an individual mortgage loan originator’s license will occur at the branch, the branch affidavit may be submitted in lieu of having a licensed branch manager.</p> <p>Click to download form</p>	<p>Upload in NMLS: under the Document Type <u>Designation of Branch Qualified Employee</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

Complete	NE Mortgage Banker License (Branch) Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>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.</p>	NMLS
<input type="checkbox"/>	<p>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.</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p>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. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	NMLS