



NH Mortgage Loan Originator License Amendment Checklist (Individual)

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, review the checklist below.

Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)
- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [Change of Employer Quick Guide](#)

Agency Contact Information

Contact New Hampshire Banking Department licensing staff by phone at (603) 271-8675 or send your questions via email to licensing@banking.nh.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

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 Employment](#)
 - Sponsorship Change – \$50. This fee will be paid by your employing company.
 - NMLS Sponsorship Change Processing Fee: \$30
 - This fee will be waived for the initial sponsorship request for a license.

- [Change of Residential Address](#)

- [Change of Legal Name](#)

- [Change of Disclosure Question\(s\)](#)

Note: There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

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	NH Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
Note	<p>Your MLO license may be transferred during a calendar year from one company to another provided the application is filed prior to the expiration of 15 calendar days from the date the individual ceased to be employed or retained as an originator by the previous company.</p>	N/A
<input type="checkbox"/>	<p>End Company Relationship: End the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the Removing Access & Ending Relationships Quick Guide.</p> <p>Note: Once the current “Sponsorship” is removed, your license status will be updated to Approved-Inactive. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by NH and the license is changed from Approved-Inactive to Approved.</p>	NMLS
<input type="checkbox"/>	<p>Employment History: Update the Employment History section of the Individual Form (MU4). Employment history should reflect the company location that your license has a relationship.</p>	NMLS
<input type="checkbox"/>	<p>Confirm Email Address: Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section 	NMLS
<input type="checkbox"/>	<p>Grant Company Access: Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship. For instructions on completing this action, see the Providing Access to a Company Quick Guide.</p> <p>Note: After access is granted, your new employer is required to submit a “Sponsorship” request to this agency. The company will also need to establish a relationship between you and the location that you will work from.</p> <p>Note: Once the new “Sponsorship” request is accepted, your license status will be updated to Approved and you will be authorized to conduct business. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by NH.</p>	NMLS
<input type="checkbox"/>	<p>Change of Sponsorship: \$50 per license</p> <p>This fee will be paid by your employing company.</p> <p>NMLS Sponsorship Change Processing Fee: \$30 This fee will be waived for the initial sponsorship request for a license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE.</p>	NMLS

Complete	NH Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	Update Residential History Section: If changing residence, you must update the <i>Residential History</i> section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4).	NMLS

Complete	NH Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Update Identifying Information Section: If changing your legal name, you must update the <i>Identifying Information</i> section of the Individual Form (MU4).	NMLS

Complete	NH Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	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.”</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p> <p>Note: (1) If a bankruptcy, copy of complete bankruptcy filing should be uploaded, full narrative explanation of circumstances leading up to the filing and remedial actions taken since the filing that demonstrate the applicant’s “financial responsibility.”</p> <p>(2) If any judgments, explanation of facts surrounding judgment and plans and/or copies of any written agreements to satisfy the judgment(s)</p> <p>(3) A narrative summary of adverse items on the credit report.</p> <p>(4) Criminal, civil/judicial, regulatory, customer arbitration/civil litigation or employment termination: upload a narrative explanation of events; copies of any orders; copies of arrest records and/or court documents showing disposition of charges; copies of written complaints, arbitration awards; for dismissals, date of dismissal, explanation of reasons behind employment dismissal including allegations made by the employer and the employer’s name, address and contact person’s name.</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4). Bankruptcy documents can be uploaded to the individual document upload section.</p>

Complete	NH Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You may also upload a document (PDF) related to the explanation.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	<p>NMLS</p>