



NH Mortgage Servicer Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, New Hampshire Banking Department 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.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

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.

Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact [New Hampshire Banking Department](#) Licensing staff by phone at [603-271-3561](tel:603-271-3561) 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
Licensing
53 Regional Drive
Suite 200
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 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.

IMPORTANT: We encourage you to review chapter RSA 397-A found on our web site at www.nh.gov/banking. The statutes provide definitions, licensing requirements, exemptions if any as well as licensee requirements.

| | |
|-----------------------------|--|
| NMLS ID Number (Company) | |
| NMLS ID Number (Branch) | |
| Licensee Legal Name | |

| Complete | NH Mortgage Servicer Branch License 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. Ten 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 |
| <input type="checkbox"/> | Branch Written Agreement: Branch Written Agreement must be submitted related to this change type. | Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3). |

| | |
|-----------------------------|--|
| NMLS ID Number (Company) | |
| NMLS ID Number | |

| | |
|---------------------|--|
| (Branch) | |
| Licensee Legal Name | |

| Complete | NH Mortgage Servicer 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 amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</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> | NMLS |
| Note | Addition of Other Trade Name \$0 per license | N/A |
| <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>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> |

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|------------------------------------|--|
| NMLS ID Number (Company) | |
| NMLS ID Number (Branch) | |
| Licensee Legal Name | |

| Complete | NH Mortgage Servicer 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> | NMLS |

| Complete | NH Mortgage Servicer 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.</p> <p>Note: Under NH law, branch managers for the branch locations that hold the NH Mortgage Servicer Branch license are required to hold the NH Mortgage Loan Originator License. During the NH Mortgage Loan Originator licensing process, they will be required to complete a credit report and FBI criminal background check with NMLS. If the branch manager is Federally Registered please contact Licensing at 603-271-8675 or licensing@banking.nh.gov.</p> | NMLS |
| Note | <p>Change of Branch Manager: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p> | N/A |

| Complete | NH Mortgage Servicer Branch License 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.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p> | Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2). |
| <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.</p> <p>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.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p> | NMLS |