



Individual Amendments Agency Requirements



OK-DOCC MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

When making changes to your record in NMLS, Oklahoma requires an amendment fee for the license change and a thirty (30) day advance notice in NMLS from the effective change date.

- Amendment Fees:
- \$25.00 for a name change
 - \$25.00 on an address change for an office location
 - \$25.00 for a duplicate or lost license. This fee is requested from and paid directly to DOCC.
 - \$25.00 for a sponsorship name change on a license.

1. NMLS processing fees are collected through NMLS and ARE NOT REFUNDABLE.
2. When changing employers, you should complete the following requirements:
 - a. Update the employment section of the MU4 form.
 - b. Confirm that the email address listed in the **user profile** and in the **identifying information** is current in NMLS.
 - c. If not yet completed by the company, you must terminate the “Relationship” with your former employer in NMLS.
 - d. Provide your new employer access to your NMLS record.
 - e. Notify your new employer to submit a “Sponsorship” request.
 - f. See the [Quick Guides](#) on the NMLS Resource Center to help you and your employer through each of the actions required above.
3. Any change of address, change of name or change in sponsorship must also be reported on the MU4 form.

Oklahoma MLO # _____

NMLS Unique ID # _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
N/A	<input type="checkbox"/>	<input type="checkbox"/>	DUPLICATE LICENSE. Send a written request to the Department of Consumer Credit along with the amendment fee.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	CHANGE IN SPONSORSHIP. Loan originator or previous employer must terminate previous sponsorship through NMLS.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	INACTIVE STATUS. Send a written request and the required fee to the Department of Consumer Credit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions.

WHO TO CONTACT – Contact the Oklahoma Department of Consumer Credit licensing staff by phone at (405) 521-3653 or send your questions via email to licensing@okdocc.ok.gov for additional assistance.

For U.S. Postal Service:

Oklahoma Department of Consumer Credit
Attention: Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

For Overnight Delivery:

Oklahoma Department of Consumer Credit
Attention: Licensing
3613 N.W. 56th, Suite 240
Oklahoma City, OK 73112-4512

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.