



## Company Amendments Agency Requirements



### OK-DOCC MORTGAGE BROKER 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 any license change (name / DBA or trade name or address)
  - \$25.00 for a duplicate or lost license. This fee is requested and paid directly to DOCC.
  - \$25.00 for each Qualifying Individual change
  - Change of Ownership (Contact DOCC)
  - Change of Control Person-None
  - FBI Criminal Background Check Authorization fee is \$36.25 for each Control person through NMLS.

1. NMLS processing fees are collected through the NMLS and ARE NOT REFUNDABLE.
2. Please upload all relevant documents for amendment changes.
3. If you are required to provide documents outside NMLS, please mail the documents to the following address.

For U.S. Postal Service:

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

For Overnight Delivery:

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

Oklahoma MB License # \_\_\_\_\_

NMLS Unique ID # \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXAMINATION &amp; RECORD KEEPING.</b> Please enter the updated information on the MU1 for your books and records through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SECRETARY OF STATE /NAME CHANGE DOCUMENTATION</b> Upload the documentation that has been filed with the appropriate authority for your name change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the disclosure questions for a company or any new control person or any new manager.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>DUPLICATE LICENSE.</b> Send a written request to the Department of Consumer Credit along with payment of the amendment fee.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>INACTIVE STATUS</b> Contact the Department of Consumer Credit for instructions.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>CHANGE IN OWNERSHIP LEGAL DOCUMENTS.</b> Contact the Department of Consumer Credit for instructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FORM MU2 FOR ANY CHANGE IN CONTROL PERSON OR MANAGER.</b> A change in any control person or a change in any person designated as a manager of a licensed office must be reported as an Amendment on the <b>Company (MU1) Form</b> filing with a new <b>Individual (MU2) Form</b> submitted through the NMLS, as well as a credit report filed for each new MU2 filing

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b>  When adding to the Company Form (MU1), the following Individuals below are required to authorize an FBI criminal background check (CBC) through NMLS. There will be a charge of \$36.25 for an FBI (CBC) authorization concerning each owner, officer, director or partner.</p> <p><b>Direct Owners</b>  All owners, officers, directors and/or partners are required to authorize a FBI criminal background check through NMLS.</p> <p><b>Executive Officers</b>  All owners, officers, directors and/or partners are required to authorize a FBI criminal background check through NMLS.</p> <p><b>Indirect Owners</b>  All owners, officers, directors and/or partners are required to authorize a FBI criminal background check through NMLS.</p> <p>After authorizing an FBI (CBC) through the submission of the Company Form (MU1) and Individual Form (MU2), you need to schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check</a> section of the NMLS Resource Center for more information.</p> <p><b>Note:</b> 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.</p>
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**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](mailto:licensing@okdocc.ok.gov) for additional assistance.

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.