



## Branch Amendments Agency Requirements



### OK-DOCC MORTGAGE BROKER BRANCH 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 address).
  - \$25.00 for a duplicate or lost license. This fee is requested from and paid directly to DOCC.
  - \$25.00 for each Branch Manager change.

1. NMLS processing fees are collected through NMLS and ARE NOT REFUNDABLE.
2. Please upload all documents for amendment changes that does not require an advance change notice.
3. If you are required to provide documents outside of 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> Street, Suite 240  
Oklahoma City, OK 73112-4512

For Overnight Delivery:

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

OK MB Branch License # \_\_\_\_\_

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>DUPLICATE LICENSE</b> Send a written request to the Department of Consumer Credit along with the payment of the amendment fee.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>SECRETARY OF STATE/NAME CHANGE DOCUMENTATION</b> Upload documentation that has been filed with the appropriate authority for your name change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE IN OWNERSHIP LEGAL DOCUMENTS</b> Contact the Department of Consumer Credit for instructions.
<input type="checkbox"/>	N/A	<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>Form MU1</b> filing with a new <b>Form MU2</b> submitted through the NMLS.

**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.