



Amendments
Jurisdiction-Specific Requirements



OREGON EXEMPT COMPANY REGISTRATION

Instructions

1. To amend your MU1 or MU2 Form in NMLS, enter the Filing Tab, the appropriate MU Form, create a new filing and enter the section of the form that requires amendment, make the appropriate changes, proceed to the “attest and submit” field and attest to all changes.
2. Oregon does not charge amendment fees.
3. Any change in Control Persons must also be reported on Form MU2.
4. Unless you have amended the company’s name or a trade name (otherwise known as a dba or abn), do not send this checklist to DFR. All supporting materials must be provided through NMLS as DFR does not accept documents related to registration outside of NMLS, other than the surety bond or rider if you have NOT converted to the Electronic Surety Bond. See the checklist below for more information.

For U.S. Postal Service:

OR DFR
Licensing Section
PO Box 14480
Salem, OR 97309-0405

For Overnight Delivery:

OR DFR
Licensing Section
350 Winter Street NE – Room 410
Salem, OR 97301

NMLS Unique ID Number: _____

Applicant Legal Name: _____

Contact Phone Number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHANGE OF COMPANY LEGAL NAME: <ul style="list-style-type: none">• Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.• <i>Surety Bond</i> contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHANGE OF COMPANY OTHER TRADE NAME: <ul style="list-style-type: none">• Submit an amendment for a change to an Other Trade Name through the Company Form (MU1) in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION. (For change of name only) – You must register any dba with the Oregon Secretary of State prior to using the name to conduct Oregon residential mortgage lending activity. You may contact the Secretary of State at (503) 986-2200 or on their website at http://www.filinginoregon.com/ .
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Upload to NMLS a detailed explanation and supporting documents for all events or proceedings for any affirmative answer to any of the disclosure questions for the company or any new control person. For more detailed instructions about the materials generally required for any affirmative answer, click here for disclosure questions for individuals and click here for disclosure questions for companies .

WHO TO CONTACT – For general questions, contact DFR licensing staff by phone at (503) 378-4140 or send your questions via e-mail to NMLS.Licensing@oregon.gov for additional assistance.

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