



Amendments Jurisdiction-Specific Requirements



OREGON MORTGAGE LENDING BRANCH LICENSE

Instructions

1. To amend your Branch (MU3) or Individual (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. DFR does not charge amendment fees.
3. Any change of name must also be reported on the applicable Company (MU1) Form.
4. DFR no longer prints licenses. If you would like a printed copy of your license for your record or to display as required in ORS 86A.166(2), [click here](#). Please note that changes approved in NMLS are downloaded to the state database overnight. The printed license is generated using information in the state database, so changes will not reflect on the license until the first business day after the change is made in NMLS.
5. Unless you have in any way changed (added, deleted or altered) the branch's 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 licensing 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 ST NE Suite 410
Salem, OR 97301

Company NMLS Unique ID Number: _____

Applicant Legal Name: _____

Branch NMLS Unique ID Number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>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 by the branch manager.</p> <p>For more detailed instructions about the materials generally required for any affirmative answer, click here for disclosure questions for individuals.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>REGISTRATION OF NAME (only for change of trade name for branch): You must register your firm and any DBA/ABN (Assumed business name) with the Oregon Secretary of State Corporation Division prior to being issued a license to conduct Oregon residential mortgage lending activity. You may contact the Corporation Division at (503) 986-2200 or on their website at http://sos.oregon.gov/business/Pages/default.aspx</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Addition of Branch Other Trade Name (OTN): If adding a new other trade name for the branch location, complete the following steps.</p> <ul style="list-style-type: none"> • Add the OTN to the <i>Other Trade Name</i> section of the Branch Form (MU3). • Submit an amendment for the addition of the OTN through the Company Form (MU1) in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>TRUST ACCOUNTING (only for change of trade name for branch): If you NEVER (not even reimbursement at closing) intend to accept monies from borrowers or on behalf of borrowers for the payment of third party service providers, do not submit anything additional.</p> <p>If you do intend to accept client funds, upload to NMLS the completed <i>Notice of Clients' trust account</i> number 440-2777 to report each trust account you'll use with Oregon State Loans. The form must include the full legal name of the applicant as well as all trade names used in Oregon. The trust account must be located at a federally insured depository institution that has a physical location in Oregon State. Click to download form</p>

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.