



# Company Amendment Checklist

## Agency-Specific Requirements



### OREGON PAYDAY/TITLE LOAN REGISTRATION

#### Instructions

Oregon does not require advance notice; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Oregon requires all related documentation to be submitted within **30 days** in the event of the following changes:

- Legal Name
- Direct Owners/ Executive Officers
- Indirect Owners
- Qualifying Individuals
- Registered location begins to originate loans

#### Fees

1. Oregon does not collect amendment fees for changes made through NMLS.
2. All fees collected through NMLS **ARE NOT REFUNDABLE**.

#### Helpful Resources

- [Company \(MU1\) Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples Quick Guide](#)

#### How to submit Agency specific documents

1. If you are required to upload documents for an amendment that doesn't require advance change notice:
  - a. In the NMLS document upload section, select the applicable document type.
2. If you are required to provide document(s) outside of NMLS:
  - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

*For U.S. Postal Service:*

Division of Financial Regulation  
Licensing Section  
PO Box 14480  
Salem, OR 97309-0405

*For Overnight Delivery:*

Division of Financial Regulation  
Licensing Section  
350 Winter St. NE, Rm. 410  
Salem, OR 97301-3881

NMLS Unique ID Number: \_\_\_\_\_

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

FILED IN NMLS	SUBMITTED TO OREGON	NOT APPLICABLE	REQUIRED AMENDMENT ITEMS
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DOCUMENT REQUIRED FOR CHANGE OF LEGAL NAME:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Name Change documentation filed with the Oregon Secretary of State Division of Corporations</li> <li>• Other transaction documents indicating a legal name change</li> </ul> <p><b>Upload</b> these documents in NMLS under the Document Type “CAN Related Documents” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>REQUIREMENTS FOR CHANGE OF ADDRESS:</b> File amendment in NMLS providing the new address. Mail original license to Division. A new license with the updated address will be mailed back to the company.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>NOTIFICATION REQUIRED IF REGISTERED LOCATION BEGINS TO ORIGINATE LOANS.</b></p> <p>Contact the Oregon Division of Financial Regulations for further direction.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DOCUMENT REQUIRED FOR AN ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• For executive officers, documents supporting the entity has met the requirements of OAR 441-735-0080 “Qualifications of Person in Charge of Licensed Office” and OAR 441-735-0100 “Licensee Officers and Directors.”</li> <li>• Per ORS 725A.024 a license is not transferable. A direct change in ownership requires a new application.</li> <li>• Per OAR 441-735-0100, the addition of an owner requires the submission of additional documentation. See the rule for the appropriate documents required.</li> </ul> <p><b>Upload</b> these documents in NMLS under the Document Type “CAN Related Documents” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DOCUMENT REQUIRED FOR AN ADDITION OR MODIFICATION OF INDIRECT OWNERS:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>Per ORS 725A.024 a license is not transferable. A direct change in ownership requires a new application.</li> <li>Per OAR 441-735-0100, the addition of an owner or executive officer requires the submission of additional documentation. See the rule for the appropriate documents required.</li> </ul> <p><b>Upload</b> these documents in NMLS under the Document Type “CAN Related Documents” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DOCUMENT REQUIRED FOR AN ADDITION OR MODIFICATION OF QUALIFYING INDIVIDUALS:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>For qualifying individuals, documents supporting the entity has met the requirements of OAR 441-735-0080 “Qualifications of Person in Charge of Licensed Office” and OAR 441-735-0100 “Licensee Officers and Directors.”</li> </ul> <p><b>Upload</b> these documents in NMLS under the Document Type “CAN Related Documents” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>RESUME:</b> Email a resume for each executive officer, owner, director, managing partner and manager. OAR 441-735-0100</p> <p><b>Upload</b> these documents in NMLS under the Document Type “Verification of Experience” in the <i>Document Uploads</i> section of the applicable individual’s (MU2) Form</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CRIMINAL BACKGROUND AND CREDIT CHECK AUTHORIZATION:</b> Complete a Criminal Background and Credit Check Authorization for each member, partner, officer, director, or principal; owner of 10 percent or more of the corporation; owner if applicant is an entity other than a corporation; and proposed manager of the location.</p> <p><b>Upload</b> these documents in NMLS under the Document Type “State Background Check Authorization” in the <i>Document Uploads</i> section of the applicable individual’s (MU2) Form.</p> <p><a href="#">Click here to access the form.</a></p>

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CREDIT REPORT:</b> Individuals in a position of control and all managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p> <p><b>NOTE: Credit reports are <u>REQUIRED</u> and must be authorized before an application is accepted.</b></p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.</p> <p>A separate explanation and document upload is needed for each “Yes” response.</p> <p><input type="button" value="Upload"/> a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Company (MU1) Form.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>

**WHO TO CONTACT** – Contact the [Oregon Division of Financial Regulation](#) licensing staff by phone at [503-378-4140](tel:503-378-4140), or send your questions via e-mail to [nmls.licensing@oregon.gov](mailto: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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.