



## Branch Amendments Agency Requirements



### PUERTO RICO MORTGAGE LENDER / SERVICER

#### Instructions

**When making changes to your record in NMLS Puerto Rico requires advance notification for some changes, see checklist below for details, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.**

#### Fees

1. Puerto Rico does not collect amendment fees for the following changes through NMLS during filing :
  - Change of Address
  - Change of Other Trade Names
  - Change of Branch Manager
2. All fees collected through NMLS ARE NOT REFUNDABLE.

#### How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
  - a. In the NMLS document upload section; you must select Advance Change Notice for document type.
  - b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific advance change notice event you must mail document(s) directly to the Office of the Commissioner of Financial Institutions.
2. 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.
3. 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:

Commissioner of Financial Institutions  
License and Permits Division  
PO Box 11855  
San Juan, PR 00910-3855

For Overnight Delivery:

Commissioner of Financial Institutions  
Permits and Licensing Division  
1492 Ponce de León Ave.  
Centro Europa Bldg. Suite 600  
San Juan, PR 00907

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE OF BRANCH ADDRESS.</b> Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. 30 days notice must be giving for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENT REQUIRED FOR ACN OF CHANGE OF BRANCH ADDRESS:</b> Upload copies of the following documents: <ul style="list-style-type: none"><li>• None.</li></ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S).</b> Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form through NMLS. 30 days notice must be giving for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S):</b> Upload copies of the following documents: <ul style="list-style-type: none"><li>• None.</li></ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details in NMLS of all events or proceeding for any "Yes" answer to any of the Disclosure Questions and upload a copy of any applicable orders or documents.

**WHO TO CONTACT** – Contact Permits and Licensing Division staff by phone at 787-723-8403 or send your questions via e-mail to [reglamentacion@ocif.gobierno.pr](mailto:reglamentacion@ocif.gobierno.pr) for additional assistance.

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