



PR Money Transmitter License Amendment Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, PR requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact [Permits and Licensing Division](#) licensing staff by phone at [787\) 723-3131 ext. 2214 or 2336](tel:787-723-3131) or send your questions via email to reglamentacion@ocif.pr.gov for additional assistance.

For U.S. Postal Service:

*Commissioner of Financial Institutions
Regulation and Licensing Division
PO BOX 11855
San Juan, PR 00910-3855*

For Overnight Delivery:

*Commissioner of Financial Institutions
Regulation and Licensing Division
1492 Ponce de Leon Avenue
Centro Europa Bldg. Suite 600
San Juan, PR 00907*

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

AMENDMENTS

- [Change of Legal Name](#)
- [Change of Main Address](#)
- [Addition or Modification of Trade Name](#)
- [Deletion of Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Executive Officers](#)
- [Addition or Modification of Direct/Indirect Owners](#)
 - Change in Ownership or Control Person: \$2,500

Note: A change in control of voting stock that results in direct or indirect ownership of 10% or more of outstanding voting stock by a stockholder or affiliate stockholder or ten percent 10% or more of the partnership interest, whether directly or indirectly, of a partnership engaged in the money service business shall be deemed a change of control.
- [Addition or Modification of Qualifying Individuals](#)
- [Change of Disclosure Question\(s\)](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your filing through NMLS.

Complete	PR Money Transmitter License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. 30 Days notice must be provided for this change.	NMLS
Note	Change of Legal Name Fee: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<p>Amendment to the Formation Documents: The Amendment to the Formation Documents must be submitted related to the change in Legal Name. Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p>General Partnership:</p> <ul style="list-style-type: none"> • Amendment to the Partnership Agreement. <p>Limited Liability Partnership:</p> <ul style="list-style-type: none"> • Amendment to the Certificate of Limited Liability Partnership. <p>Limited Partnership:</p> <ul style="list-style-type: none"> • Amendment to the Certificate of Limited Partnership. <p>Limited Liability Limited Partnership:</p> <ul style="list-style-type: none"> • Amendment to the Certificate of Limited Liability Limited Partnership. <p>Limited Liability Company (“LLC”):</p> <ul style="list-style-type: none"> • Amendment to the Articles of Organization; • Amendment to the Operating Agreement. <p>Corporation:</p> <ul style="list-style-type: none"> • Amendment to the Articles of Incorporation (including all amendments); <p>Not for Profit Corporation</p> <ul style="list-style-type: none"> • Amendment to the Certificate of Incorporation. <p>Trust (Statutory)</p> <ul style="list-style-type: none"> • Amendment to the Certificate of Trust. 	Upload in NMLS: under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	PR Money Transmitter License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. 30 Days notice must be provided for this change.	NMLS
Note	Change of Main Address: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	PR Money Transmitter License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Other Trade Name: Submit an amendment for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS.	NMLS
Note	Addition of Other Trade Name \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Trade Name/Assumed Name Registration Certificates: Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	PR Money Transmitter License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS. If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	NMLS

Complete	PR Money Transmitter License Change of Legal Status Amendment Items	Submitted via...
<p>Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</p>		
<input type="checkbox"/>	<p>Change of Legal Status: Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. 30 must be provided for this change.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Amendment to the Formation Documents: The Amendment to the Formation Documents must be submitted related to the change in Legal Status.</p>	<p>Upload in NMLS: under the Document Type Formation Documents in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	PR Money Transmitter License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p>	<p>NMLS</p>

NMLS ID Number	
Licensee Legal Name	

Complete	PR Money Transmitter License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 30 notice must be provided for this change. .	NMLS
<input type="checkbox"/>	Addition or Modification of Direct Owners: \$2,500 Note: A change in control of voting stock that results in direct or indirect ownership of 10% or more of outstanding voting stock by a stockholder or affiliate stockholder or ten percent 10% or more of the partnership interest, whether directly or indirectly, of a partnership engaged in the money service business shall be deemed a change of control.	Mail check to PR Office of the Commissioner of Financial Institutions
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: Individuals in a position of control 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.	NMLS
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners and Executive Officers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A
<input type="checkbox"/>	Criminal Background Check: A Criminal Background check must be submitted related to this change type. For each Control Person, mail a Criminal Background Check issued by the state or country of residence, dated not more than 30 days prior to the filing of the application through the NMLS. If the state or country of residence does not provide the service, a private provider may be used.	Mail to PR Office of the Commissioner of Financial Institutions

NMLS ID Number	
Licensee Legal Name	

Complete	PR Money Transmitter License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Indirect Owners: Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. 30 notice must be provided for this change.	NMLS
<input type="checkbox"/>	Addition or Modification of Indirect Owners: \$2,500 Note: A change in control of voting stock that results in direct or indirect ownership of 10% or more of outstanding voting stock by a stockholder or affiliate stockholder or ten percent 10% or more of the partnership interest, whether directly or indirectly, of a partnership engaged in the money service business shall be deemed a change of control.	Mail check to PR Office of the Commissioner of Financial Institutions
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: Individuals in a position of control 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.	NMLS
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Indirect Owners are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A
<input type="checkbox"/>	Criminal Background Check: A Criminal Background check must be submitted related to this change type. For each Control Person, mail a Criminal Background Check issued by the state or country of residence, dated not more than 30 days prior to the filing of the application through the NMLS. If the state or country of residence does not provide the service, a private provider may be used.	Mail to PR Office of the Commissioner of Financial Institutions

NMLS ID Number	
Licensee Legal Name	

Complete	PR Money Transmitter License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS.	NMLS
Note	Change of Qualifying Individual: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: Individuals in a position of control 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.	NMLS
Note	MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A
<input type="checkbox"/>	Criminal Background Check: A Criminal Background check must be submitted related to this change type. For each Control Person, mail a Criminal Background Check issued by the state or country of residence, dated not more than 30 days prior to the filing of the application through the NMLS. If the state or country of residence does not provide the service, a private provider may be used.	Mail to PR Office of the Commissioner of Financial Institutions

Complete	PR Money Transmitter License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person. See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You must also upload a document (PDF) related to the explanation. See the Company Disclosure Explanations Quick Guide for instructions.	NMLS