



## Branch Certificate - Amendments Agency Specific Requirements



### RHODE ISLAND DEBT COLLECTOR BRANCH CERTIFICATE

#### Instructions:

**When making changes to your record in NMLS the RI Division of Banking (“Division”) requires advance notification for some changes, see checklist below for details.**

#### Fees:

1. The Division does not require fees for any amendment entered on NMLS but there may be a NMLS process associated with some changes.
2. Advance Change Notification (“ACN”) is required for the following amendments:
  - Change of Address
  - Change of Name
  - Change of Ownership
  - Change of Control Person (Ex. Branch Manager....)

**Note:** Please submit the ACN on NMLS at least 90 days prior to the effective date of the actual event. The NMLS setting for ACN’s for the Division is set at 90 days but if the change will occur earlier than 90 days and the Division takes issue with the insufficient notification, the Division will post a deficiency on your filing asking for further information as to the reason for the insufficient notification if the Division deems it necessary.

#### How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an ACN:
  - a. In the NMLS document upload section; you must select ACN type.
  - b. Documents required to be uploaded through ACN section are considered proposed documents. Therefore, 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 ACN event you must mail document(s) directly to the Division.
2. If you are required to upload documents for an amendment that doesn’t require ACN:
  - a. In the NMLS document upload section, select the applicable document type.
3. If you are required to provide document(s) outside of NMLS the Division will notify you by posting a deficiency or requirement on your NMLS filing. If you are requested to mail in any documentation or you wish to send correspondence to the Division please use the following address:

*RI Department of Business Regulation  
Division of Banking  
1511 Pontiac Avenue, Building 68-1  
Cranston, RI 02920*

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 LEGAL NAME:</b> Submit an ACN for a Change of Legal Name through the Branch (MU3) form in NMLS at least 90 days prior to the effective date of the amendment.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR CHANGE OF LEGAL NAME:</b> Upload and/or submit the following documents: <ul style="list-style-type: none"> <li>• Upload a copy of the executed amendment to legal formation documents in NMLS;</li> <li>• Upload the print out of the Licensee’s filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE OF ADDRESS:</b> Submit an ACN for a Change of The Address through the Branch (MU3) form in NMLS at least 90 days prior to the effective date of the amendment.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR ACN OF CHANGE OF ADDRESS:</b> Upload and/or submit the following documents: <ul style="list-style-type: none"> <li>• Upload the print out of the Licensee’s filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES/ASSUMED NAME:</b> Submit an ACN for a Change of Trade Name and/or Assumed Name through the Branch (MU3) form through NMLS 90 days prior notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S):</b> Upload and/or submit the following documents: <ul style="list-style-type: none"> <li>• Upload the print out of the Licensee’s filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>MODIFICATION OF BRANCH MANAGER:</b> Submit an ACN for a Change of Control person listed above through the Branch (MU3) form in NMLS at least 90 days prior to the effective date of the amendment. Note: Control Persons must also be reported on the Individual (MU2) Form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR ACN OF MODIFICATION OF BRANCH MANAGER:</b> Upload copies of the following documents: <ul style="list-style-type: none"> <li>• Request a credit report in NMLS or if individual does not have a Social Security Number, then submit a signed personal financial statement representing their respective financial position within the 90 day period immediately preceding the addition of the person(s) in NMLS to the Division.</li> <li>• Disclosure Questions that are answered affirmatively (“yes”) on NMLS must include a written explanation in NMLS and applicable legal</li> </ul>

			documents supporting the explanation must be uploaded in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Branch Form (MU3), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Branch Managers</i></p> <ul style="list-style-type: none"> <li>All Qualifying Individuals unless licensed as a Rhode Island Mortgage Loan Originator must authorize a FBI CBC through NMLS.</li> </ul> <p>After the authorization of the FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted.</p> <p>See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGES TO DISCLOSURE QUESTIONS FOR BRANCH OFFICE:</b> Disclosure Questions that are answered affirmatively (“yes”) on NMLS must include a written explanation in NMLS and applicable legal documents supporting the explanation must be uploaded in NMLS.</p>

**Comment [SB]:** Complete the state specific MU2 CBC requirements for branch managers

**WHO TO CONTACT** – Contact licensing staff by phone at (401) 462-9503 or send your questions via e-mail to [dbr.bankinquiry@dbr.ri.gov](mailto:dbr.bankinquiry@dbr.ri.gov) for additional assistance.

THE REGISTRANT 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.