



Branch Amendments Agency Requirements



TENNESSEE MORTGAGE BRANCH AUTHORIZATION

Instructions

When making changes to your record in NMLS, Tennessee requires advance notification for some changes, see checklist below for details

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 Tennessee Department 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) and/or fee(s) outside of NMLS:
 - a. You must mail the document(s) and/or fee(s) along with the checklist within 5 business days to the following address:

*For U.S. Postal Service or Overnight Delivery:
Tennessee Department of Financial Institutions
Compliance Division
Tennessee Tower, 26th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243*

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"/>	CHANGE OF BRANCH ADDRESS. Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. 5 days' notice must be giving for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S). 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"/>	DISCLOSURE QUESTIONS. 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.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	PAYMENT & REQUEST FOR UPDATED LICENSE: Our agency does not automatically issue new licenses for change of address or change of name. If you would like a new license for these changes, you would need to email Melody.Johnson@tn.gov and your NMLS record will be invoiced \$25.00.

WHO TO CONTACT – Contact [the Tennessee Department of Financial Institutions](#) licensing staff by phone at [615-253-6714](tel:615-253-6714) or send your questions via e-mail to askmortgage.licensing@tn.gov 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.