



Branch Amendments Jurisdiction-Specific Requirements



TX-OCCC PROPERTY TAX LENDER BRANCH LICENSE

Instructions

When making changes to your record in NMLS, TX-OCCC 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.

Fees

1. Texas-OCCC collects amendment fees for the following changes through NMLS during filing :
 - Change of Address: **\$25 per license**
 - Change of Other Trade Names: **\$25 per license**

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:

Office of Consumer Credit Commissioner
Licensing Department
2601 N Lamar Blvd
Austin, TX 78705

For Overnight Delivery:

Office of Consumer Credit Commissioner
Licensing Department
2601 N Lamar Blvd
Austin, TX 78705

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Upload copies of the following documents: <ul style="list-style-type: none">• Assumed Name Certificate
<input type="checkbox"/>	<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.

WHO TO CONTACT – Contact Texas-OCCC licensing staff by phone at 512-936-7612 or send your questions via e-mail to licensing@occc.state.tx.us 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.