



## Amendments Jurisdiction-Specific Requirements



### VERMONT COMMERCIAL LENDER LICENSE

#### Instructions

1. The following amendments require items to be sent to the Vermont Banking Division outside the NMLS:
  - Change of Name
  - Change in Ownership or Change in Control
  - Change in Qualifying Individual
2. The fee to change an address is \$100.00 per license. There are no other amendment fees.
3. All fees, except as otherwise noted, are collected through the NMLS and ARE NOT REFUNDABLE.
4. Any Change of Address, Change of Name, Change in Ownership, or Change in Control Person or Qualifying Individual must also be reported on the applicable Form MU1 and/or Form MU2.
5. Jurisdiction-specific requirements, as set out in the checklist below, should be completed first as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Vermont Department of Banking, Insurance,  
Securities, and Health Care Administration  
Banking Division  
89 Main Street  
Montpelier, VT 05620-3101

For Overnight Delivery:

Vermont Department of Banking, Insurance,  
Securities, and Health Care Administration  
Banking Division  
89 Main Street, 2<sup>nd</sup> Floor  
Montpelier, VT 05602

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

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

ATTACHED	NOT APPLICABLE	ITEM
<b>CHANGE IN NAME REQUIREMENTS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION. (For change in name)</b> - Submit a certified copy of the licensee’s amended Articles of Organization or Incorporation filed with the state where the applicant was formed.</p> <ul style="list-style-type: none"> <li>a. Foreign entities (not formed in Vermont) submit a copy of the certificate issued by the Vermont Secretary of State amending the entity’s name.</li> <li>b. If applicable, submit a copy of the Certificate of Trade Name Registration issued by the Vermont Secretary of State authorizing the use of a trade or fictitious name.</li> </ul>
<b>CHANGE IN OWNERSHIP OR CHANGE IN CONTROL</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE IN OWNERSHIP LEGAL DOCUMENTS.</b> Provide certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ORGANIZATIONAL CHART.</b> Provide pre–change organizational &amp; post change organizational charts of all direct and indirect owners and affiliated entities of the licensee.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for all “Yes” answers to any of the Disclosure questions for the company or any new Control Person.</p>
<b>CHANGE IN QUALIFYING INDIVIDUAL</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for all “Yes” answers to any of the Disclosure questions for the Qualifying Individual.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CREDIT REPORT:</b> <i>Qualifying Individuals and Branch Managers</i> completing an Individual Form (MU2) 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. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>MU2 INDIVIDUAL FBI CRIMINAL BACKGROUND CHECK REQUIREMENTS:</b> <i>Qualifying Individuals and Branch Managers</i>, unless licensed as a Vermont mortgage loan originator, are required to authorize a FBI criminal background check (CBC) through NMLS on the Company Form (MU1). After authorizing of a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</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>

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

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

**WHO TO CONTACT** – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to [dfr.nmls1@vermont.gov](mailto:dfr.nmls1@vermont.gov) for additional assistance.

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