



# VA Branch License Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, Virginia 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 Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact the [Virginia Bureau of Financial Institutions’ Administration and Licensing Section](#) staff by phone at [\(804\) 371-9690](tel:8043719690) or send your questions via email to [mortgagelicensing@scc.virginia.gov](mailto:mortgagelicensing@scc.virginia.gov).

#### For U.S. Postal Service:

Bureau of Financial Institutions  
Administration and Licensing Section  
PO Box 640  
Richmond, VA 23218-0640

#### For Overnight Delivery:

Bureau of Financial Institutions  
Administration and Licensing Section  
1300 E. Main Street, Suite 800  
Richmond, VA 23219

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 Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager 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 submission through the NMLS.

Complete	VA Branch License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Branch Address:</b> Report any changes to an approved branch address through the Branch Form (MU3) in NMLS within five days of taking effect.	NMLS
Note	<b>Change of Branch Address:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	VA Branch License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. At least 30 days advance notice should be provided for this change.  <b>Note:</b> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).	NMLS
Note	<b>Addition of Other Trade Name Fee:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	VA Branch License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. At least 30 days advance notice should be provided for this change.  <b>Note:</b> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the licensed company, it must also be deleted from the Company Form (MU1).	NMLS

Complete	VA Branch License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.	NMLS
Note	<b>Change of Branch Manager Fee:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
Note	<b>Credit Report:</b> Credit Reports and authorizations for credit report through NMLS are not required.	N/A

Complete	VA Branch License Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager's Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a detailed explanation for each response that changes from "No" to "Yes" for the Branch Manager on Individual Form (MU2). See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No for the Branch Manager, 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 the Branch Manager. You must also upload a document (PDF) related to the explanation. See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	NMLS