



Branch Identifying Information

Overview/Policy

A physical address is required (do not use PO Box). Ensure your company does not have an existing Branch (MU3) Form for this address.

Licensees who use a drop box or have another place they receive mail for the branch can indicate a mailing address different from their physical address.

Provide the Business Phone, Fax Line, and Email Address specific to the branch.

Many states require currently approved companies to provide the regulator with advance notice before making changes to a branch address. An advance notification allows the regulator to review the change prior to its effective date and indicate to the licensee whether or not the proposed change is acceptable.

Not all states require an Advance Change Notice. Review the <u>Advance Change</u> <u>Notice Requirement Chart</u> and <u>Amendment Checklist</u> prior to submitting a change to a branch address.

Definitions and Charts

Term	Definition
Advance Change Notice	An NMLS filing notifying state agencies of certain changes to a licensee's NMLS information in advance of the effective date.
Effective Date	The date on which a change to a licensee's NMLS information is intended to be effective.

How To

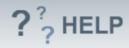
Provide or Update Identifying Information:

- 1. From the *Identifying Information* screen, review the populated information.
- 2. Complete or update all required fields.
- 3. Click **Save**.

Amending a Branch Main Address:

- 1. From the *Identifying Information* screen, select the box under "Do you want to amend your main address?"
- 2. Complete the New Main Address data fields.
- 3. Enter the *Effective Date* for the change (MM/DD/YYYY).
- 4. Click Save.





ailey's New Houses, Ha	rtford, CT Branch (<u>39</u>	635) MU3 filing created 6/13/	2013 by BaileyW.	
/lain address (Do not use a P	O Box):	Do you want to amend your main	n address?	
Number & Street:	1234 Main Street	lf yes, check here: 👿		
		New main address (Do not use a	PO Box):	
,	Hartford	New Number & Street:		
	Connecticut			
Country / Province:		New City:		
Postal Code:	1. S.	New State:		
Do you want to amend your n		New Country / Province:	•	
If yes, check here:		New Postal Code:		
Aailing address:		Effective Date:	(MI	
	Copy Main Address		• .	
PO Box or Number & Street:	1234 Main Street			
	Hartford			
	Connecticut			
Country / Province:				
Postal Code:				
Business phone, fax and ema				
Business Phone:		999-999-9999×9999		
Fax Line:		999-999-9999		
Email Address:				

Cancel a Pending Advance Change Notice:

- 1. From the *Identifying Information* screen, deselect the box under "*Do you want to amend your main address?*"
- 2. Click Save.
- 3. Complete other necessary updates and select *Attest and Submit* from the left navigation panel when ready to submit the filing.

Helpful Hints

1. Main Address Change The *Books and Records Information* section of the Branch (MU3) Form contains address data fields and may need to be updated if records are kept on site.

Additional Resources:

- Find state-specific requirements on the <u>NMLS Resource Center.</u>
- Details regarding information available in NMLS Consumer Access can be found within <u>Information Viewable on NMLS Consumer Access.</u>
- Quick Guides:
 - <u>Submitting Branch Form (MU3)</u>
 - Branch (MU3) Amendment Quick Guide

See Company and Branch Help Table of Contents