

## Other Names

### Overview/Policy

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Individuals are required to provide any names other than their legal name used since the age of 18. Examples include nicknames, aliases, initials, names used on business cards or advertisements, and names used before or after marriage. Make sure that all names used in your business practices are included such as the name used when signing loan documents.

The information provided in this section is used to enhance the searchable data available on NMLS Consumer Access, as well as to verify information on credit reports, criminal background checks and general compliance purposes.

### Definitions and Charts

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Examples:

Full Legal Name	Other Names
John Richard Andrews	J.R. Andrews JR Andrews John R Andrews
Melissa Anne Wilkins	Melissa A Wilkins Melissa Wilkins Anne Wilkins M Wilkins
Michael Phillip Watts (nickname "Mick" or "Mike")	Mick Phillip Watts Mike P Watts Mick Watts Mike Watts
Sarah Jane Brennan (married name)	Sarah Jane Glass (maiden name)

### How To

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#### Add Other Names

1. From the *Other Names* section of the Individual (MU4) Form, click the **Add** button.
2. Enter **Other Name** information.
3. Click **Save**.

### Helpful Hints

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Not applicable

### **Additional Resources:**

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- [Information Viewable on NMLS Consumer Access.](#)
- Quick Guide:
  - [MU4 Filing Instructions](#)
  - [Amendments \(MU4\)](#)

**[See Individual Help Table of Contents](#)**