

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.

Licenses 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 [Advance Change Notice Requirement Chart](#) and [Amendment Checklist](#) 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**.

Identifying Information

Bailey's New Houses, Hartford, CT Branch (39635) MU3 filing created 6/13/2013 by BaileyW.

Main address (Do not use a PO Box):
 Number & Street: 1234 Main Street
 City: Hartford
 State: Connecticut
 Country / Province: United States
 Postal Code: 12345

Do you want to amend your main address?
 If yes, check here:

New main address (Do not use a PO Box):
 New Number & Street:
 New City:
 New State:
 New Country / Province:
 New Postal Code:
 Effective Date: (MM/DD/YYYY)

Mailing address:
 Main Address

PO Box or Number & Street: 1234 Main Street
 City: Hartford
 State: Connecticut
 Country / Province: United States
 Postal Code: 12345

Business phone, fax and email address:
 Business Phone: 999-999-9999
 Fax Line:
 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 [NMLS Resource Center](#).
- Details regarding information available in NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
 - [Submitting Branch Form \(MU3\)](#)
 - [Branch \(MU3\) Amendment Quick Guide](#)

See Company and Branch Help [Table of Contents](#)