

Identifying Information

Overview/Policy

An individual's Full Name is the legal name found on his or her birth certificate, social security card, marriage license, US or foreign passport, state-issued ID or state-issued driver's license. Individuals should not use nicknames or professional/academic suffixes as part of their legal name. An individual should ensure that their state issued ID matches their legal name.

Home, cell and fax numbers and Government issued-ID and passport information are optional.

An individual whose legal Full Name has changed since the original record was created in NMLS should check the state specific amendment checklist on the NMLS Resource Center to determine if you must submit documents outside the system supporting a legal name change.

Definitions and Charts

Not applicable

How To

Update or Provide Identifying Information:

1. From the *Identifying Information* section of the Individual (MU4) Form, review the **populated information**.
2. Complete all **required fields or make changes to necessary fields**.
3. Click **Save**.

Identifying Information

Demo LO (28791) MU4 filing created 11/19/2013 by LOD. Total Charges: \$0.00

Provide the information requested below. The Government Issued Identification and/or Passport Information is not required in all instances. Review the [state licensing requirements](#) to determine if this information is required by your regulator.

Identifying Information:

Full Name: Demo LO
 Gender: Female Male
 State of Birth:
 Country / Province of Birth:
 US Citizen: Yes No
 State of Government Issued Identification:
 Government Issued Identification Number: (letters, numbers, spaces and dashes only)
 Passport Issuing Country:
 Passport Number: (letters, numbers, spaces and dashes only)

Contact Information:

Business Phone:
 Extension:
 Home Phone:
 Cell Phone:
 Fax Line:
 Work Email Address (for regulatory contact):
 Personal Email Address (for system notifications): [Update User Profile](#)

The Work Email Address will be used by a Regulator to contact you and can be updated by submitting a form filing. The Personal Email Address will be used to send system notifications and can be updated in the User Profile Page.

Mailing Address:

Mailing Address:

 City:
 State:
 Country / Province:
 Postal Code:

Do you want to change your Full Name in NMLS?

If yes, check here:
 First Name:
 Full Middle Name:
 Last Name:
 Suffix:

Any other business activities?

Are you currently engaged in any other business as a proprietor, partner, officer, director, employee, trustee, agent, or otherwise? Yes No

Helpful Hints

1. **Has your legal name changed?**
 This field provides individuals the ability to change their legal Full Name in NMLS and file this name change with their regulator(s). **This need only be done when the legal Full Name has changed from what is currently reported in the system.**
2. Do not enter "Mr.", "Mrs.", "Ms.", or "N/A" in the suffix field.
3. If "Mr.", "Mrs.", "Ms.", or "N/A" currently appears as a suffix in your Full Name, utilize the *Has your legal name changed?* section to re-enter your Full Legal name leaving the suffix field blank.
4. Your legal Full Name must match your government issued ID if you plan to register for a test or provide prints for a Criminal Background Check.

Additional Resources:

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

[See Individual Help Table of Contents](#)