

Individual Identifying Information

Overview/Policy

Individual's Identifying Information:

- Full Name should be the individual's legal name as found on their birth certificate, Social Security card, marriage license, US or Foreign Passport, state-issued ID or state-issued driver's license.
- State of Birth and Country/Province of Birth for the individual must be identified. Individuals must identify if they are a US Citizen.
- The Government Issued ID and Passport information is not required for all individuals. Please review the state licensing requirements to see if you must submit this information. Examples of a government issued ID are a driver's license, passport, and/or other identification documents provided by a state or federal government.

Business phone, home phone, cell phone, fax and email:

The business phone and email address are required; home phone, cell phone number, and fax number are optional.

Mailing Address:

The individual's home mailing address is required.

Do you want to amend your legal name?

This field is required only when the individual's name is changing due to marriage, divorce, or legal name change. The Full Name must be listed.

Any other business activities?

If an individual is involved in more than one business, indicate those here. If individual selects "Yes" completion of the **Other Business** section will be required.

Definitions and Charts

Not applicable

How To

Update or Provide Identifying Information:

1. From the *Identifying Information* screen, review the **populated information**.
2. Complete all **required fields or make changes to necessary fields**.
3. Click **Save**.

Helpful Hints

1. Most states require legal documentation to be sent when changing a legal name. Each state's requirements can be found on the Amendment Checklist.

2. Individual users may need to update their User Profile for name and contact information changes.

Additional Resources:

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guide:
 - [Amendments](#)

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