

Individual Other Names

Overview/Policy

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

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

Add or Edit an Other Name:

1. From the Other Trade Names screen, click **Add**.
2. Complete **all required fields** if necessary.
3. Click **Save**.

Repeat steps to add Other Names or click the Edit icon to edit or delete Other Names.

Helpful Hints

1. The Identifying Information section of the Individual Form (MU2) must be updated for a name change.
2. An example of an "other name" is a maiden name.

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](#)