



Alaska Mortgage Broker/Lender Branch Registration Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Alaska Division of Banking & Securities requires advance notification for some, but not all changes. See the checklist below for details.

Fees collected through NMLS are [NOT REFUNDABLE OR TRANSFERABLE](#)

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact *Alaska Division of Banking & Securities* licensing staff via email at dbs.licensing@alaska.gov or phone at (907) 465-2521

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

[Change of Branch Address](#)

- Change of Branch Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS.

Complete	Alaska Mortgage Broker/Lender Branch Registration Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. ACN must be submitted 10 days prior to the effective date of the change of main address. [AS 06.60.115]	NMLS
<input type="checkbox"/>	Change of Branch Address: \$50 per license [3 AAC 14.920(a)(b)]	NMLS
Complete	Alaska Mortgage Broker/Lender Branch Registration Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Modification of Other Trade Name: Alaska does not accept modifications to Other Trade Names and requires an additional Other Trade Name license for each new trade name. Please refer to the Alaska Mortgage Broker/Lender License New Application Checklist for instructions. Review the documents required for an Alaska Mortgage Broker/Lender License and submit these documents in the name of the Other Trade Name. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1). Note: A Branch may not operate under any name other than the name on the Mortgage Broker/Lender License unless that name listed on the MU1 and holds a Mortgage Broker/Lender Other Trade Name license. [3 AAC 14.059]	NMLS
Complete	Alaska Mortgage Broker/Lender Branch Registration Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS. Note: If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1). Alaska requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, licensee must request to surrender the appropriate Alaska Mortgage Broker/Lender Other Trade Name # license. This surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).	NMLS
Complete	Alaska Mortgage Broker/Lender Branch Registration Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. [3 AAC 14.425]	NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.</p> <p>[3 AAC 14.425]</p>	NMLS
<input type="checkbox"/>	<p>Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	<p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	NMLS