



# Alaska Mortgage Loan Originator License Amendment Checklist (Individual)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instructions

There are various times that an Individual (MU4) Form may require an amendment.

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

All amendments must be completed in NMLS.

### Helpful Resources

[Individual \(MU4\) Amendments Quick Guide](#)

[Individual Disclosure Explanations Quick Guide](#)

[Disclosure Explanations - Document Upload Quick Guide](#)

[Change of Employer Quick Guide](#)

### Agency Contact Information

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

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE 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 Employment](#)
- [Change of Residential Address](#)
- [Change of Legal Name](#)
- [Change of 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 Loan Originator License Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>End Sponsorship:</b> End the Sponsorship with your former employer in NMLS, if the company has not already done so. For instructions on completing this action, see the <a href="#">Removing Access &amp; Ending Relationships Quick Guide</a>.</p> <p><b>Note:</b> Once the current Sponsorship is removed, your license status will be updated to Approved-Inactive. You <b>are not</b> authorized to conduct business until the sponsorship request from your new employer is accepted by Alaska.</p>	NMLS
<input type="checkbox"/>	<p><b>Employment History:</b> Update the Employment History section of the Individual Form (MU4).</p>	NMLS
<input type="checkbox"/>	<p><b>Confirm Email Address:</b> Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> <li>• Home Tab&gt;My Account&gt;Update User Profile</li> <li>• Filing Tab&gt;Individual&gt;Identifying Information section</li> </ul>	NMLS
<input type="checkbox"/>	<p><b>Grant Company Access:</b> Grant your new employer access to your NMLS record, to allow sponsorship. For instructions on completing this action, see the <a href="#">Providing Access to a Company Quick Guide</a>.</p> <p><b>Note:</b> After access is granted, your new employer is required to submit a Sponsorship request to this agency. Once the new Sponsorship request is accepted, your license status will be updated to Approved and you will be authorized to conduct business. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by Alaska.</p>	NMLS

Complete	Alaska Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Update Residential History Section:</b> If changing residence, you must update the Residential History section of the MU4 and the mailing address listed in the Identifying Information section of the MU4.	NMLS
Complete	Alaska Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Legal Name/Status Documentation:</b> Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, etc.  This document should be named <i>[Document Name]</i> (Ex. Driver’s License, Marriage Certificate, etc.).	<b>Upload in NMLS:</b> under the Document Type <u>Legal Name/Status Documentation</u> in the <u>Document Uploads</u> section of the MU4.
Complete	Alaska Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change in Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the MU4 in NMLS.	NMLS
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes.” See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the MU4.
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.  You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You must also upload a document (PDF) related to the explanation.  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	NMLS