



# NE-SOS Collection Agency License Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

NE does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

### 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 the Board staff by phone at *(402) 471-8606* or send your questions via email to [sos.licensing@nebraska.gov](mailto:sos.licensing@nebraska.gov) for additional assistance.

#### *For U.S. Postal Service:*

Nebraska Collection Agency Licensing Board  
Nebraska Secretary of State  
1201 N Street, Ste. 120  
P.O. Box 94608  
Lincoln, NE 68509

#### *For Overnight Delivery:*

Nebraska Collection Agency Licensing Board  
Nebraska Secretary of State  
1201 N Street, Ste. 120  
Lincoln, NE 68509

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 Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)

**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. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

<b>NMLS ID Number</b>	
<b>Licensee Legal Name</b>	

<b>Complete</b>	<b>NE-SOS Collection Agency License Change of Branch Address Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS.	<b>NMLS</b>
<b>Note</b>	<b>Change of Branch Address:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>N/A</b>
<input type="checkbox"/>	<b>Return Original License:</b> Company is required to return its branch license to this agency.	<b>Mail to the Board</b>

Complete	NE-SOS Collection Agency License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Other Trade Name:</b></p> <p>Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p><b>Note:</b> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	<p><b>NMLS</b></p>
<p><b>Note</b></p>	<p><b>Addition of Other Trade Name Fee:</b> \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	<p><b>N/A</b></p>

Complete	NE-SOS Collection Agency License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Deletion of Other Trade Name:</b></p> <p>Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p><b>Note:</b> 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).</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1).</p>	<p><b>NMLS</b></p>