



# GA Mortgage Branch Approval Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
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## GENERAL INFORMATION

### Instructions

The Georgia Department of Banking and Finance 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.

All new branch managers and changes in branch managers for mortgage company licensees must be approved by the Department. A mortgage broker or mortgage lender may place a new branch manager subject to the Department's approval but shall file for approval within 15 days of the placement and shall remove the person immediately should the Department deny approval.

A **branch manager** must be designated and approved for each licensed location in Georgia. The branch manager is an individual who supervises daily activities in Georgia of a mortgage broker/processor or mortgage lender licensee, whether at a main or branch location, and regardless of job title. Branch manager shall include an independent contractor of a mortgage broker as contemplated under O.C.G.A. § 7-1-1001 (a)(17) if such independent contractor works from a branch under 80-11-1-.03(3)(e). An MU2 must also be completed in NMLS on the Branch Manager with this application.

**No individual may serve as the branch manager of more than one location of a licensee.** This restriction is in place to ensure that the branch manager can effectively manage the branch location and adequately supervise the daily functions performed by the employees at the location.

**Mortgage Loan Originator (MLO) Requirement:** Branch Managers are required to be licensed as [Georgia Mortgage Loan Originators](#). [See [Department Rule 80-11-1-.04\(2\)](#)].

### 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](#)

## AMENDMENTS

- [Change of Branch Address](#)
- [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.

#### **Agency Contact Information**

Contact the Non-Depository Financial Institutions (NDFI) Division licensing staff via email at [NDFI@dbf.state.ga.us](mailto:NDFI@dbf.state.ga.us) for additional assistance.

*Website:* <https://dbf.georgia.gov>

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.

Complete	GA Mortgage Branch Approval Change of Branch Address Amendment Items	Submitted via...
<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>
<input type="checkbox"/>	<b>Branch Lease:</b> Upload a copy of the signed leasing agreement between the property owner and the branch authorizing it to work out of the physical location.  Lease agreements that are not between the property owner and the licensee require explanation.  This document should be named <i>Branch Lease – Document Creation Date</i> .	<b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).

Complete	GA Mortgage Branch Approval Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. The Branch Manager must have a completed Individual Form (MU2) filed at the same time as the Branch Form (MU3). The employment history of the branch manager should be updated, as appropriate.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	<b>NMLS</b>
<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2).  See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	<b>Credit Report:</b> Branch managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for can be filed through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>MU2 Individual FBI Criminal Background Check Requirements:</b> Branch managers indicated on the Branch Form (MU3) are required to authorize an FBI criminal background check (CBC) through NMLS. <b>Non-financial crime misdemeanors should not be problematic. Convicted felons, including those that have pled guilty to a felony even if the felony charges were ultimately reduced, who do not provide documentation of the remedy provided for in O.C.G.A. § 7-1-1004(d)(2) (e.g. a pardon) will not be licensed.</b>  After authorizing an FBI criminal background check, <u>you must schedule an</u>	<b>NMLS</b>

Complete	GA Mortgage Branch Approval Change of Branch Manager Amendment Items	Submitted via...
	<p><u>appointment to be fingerprinted if new prints are required.</u></p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
<input type="checkbox"/>	<p><b>Credit Report Explanations:</b> Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p><b>Note:</b> Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).</p> <p>This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">Credit Report Explanations</a> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>State Background Check Authorization:</b> Branch managers are required to upload an executed original copy of the <i>Background Check Authorization Form</i> consenting to a criminal history record check on the proposed control persons. This authorization remains effective as long the individual is employed in the mortgage industry.</p> <p><a href="#">Click here to access the Georgia Background Authorization form.</a></p> <p><b>Note:</b> This is separate from the NMLS federal background check for the submission of the Individual Form (MU2).</p> <p>This document should be named <i>[State Abbreviation] – BC Authorization</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">State Background Check Authorization</a> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>

Complete	GA Mortgage Branch Approval Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.	<b>NMLS</b>
<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” for the Branch Manager.  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 Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> 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.  You may select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You may 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.	<b>NMLS</b>

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS** - *These items must be completed outside of NMLS and submitted directly to the regulator.*

No items are required to be submitted outside of NMLS at this time.