



Branch Amendments Jurisdiction-Specific Requirements



IDAHO COLLECTION AGENCY REGISTRATION (BRANCH)

Instructions

When making changes to your record in NMLS Idaho requires an advance change notification (ACN) for some changes, see checklist below for details. All information required at initial application is required to be updated and filed with the Department of Finance as necessary to keep the information current.

Fees

1. Idaho does not collect amendment fees for any changes. However, any change that results in a new application such as merger, certain changes of ownership, etc., may incur new application fees.
2. All fees collected through NMLS ARE NOT REFUNDABLE

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
 - a. In the NMLS document upload section; you must select Advance Change Notice for document type. Note: You should use the recommended filing naming convention. Refer to the ACN page in NMLS.
2. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to remove proposed documents on or after the effective date of the change and upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific advance change notice event you must mail document(s) directly to the Idaho Department of Finance.
3. If you are required to upload documents for an amendment that doesn't require advance change notice:
 - a. In the NMLS document upload section, select the applicable document type.
4. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service:

Idaho Department of Finance
Consumer Finance Bureau
PO Box 83720
Boise, ID 83720-0031

For Overnight Delivery:

Idaho Department of Finance
Consumer Finance Bureau
11341 W. Chinden Blvd. Ste. A300
Boise, ID 83714

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| FILED IN NMLS | ATTACHED | NOT APPLICABLE | REQUIRED ADVANCE CHANGE NOTICE ITEM |
|--------------------------|----------|--------------------------|---|
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>CHANGE OF BRANCH ADDRESS. Submit an ACN for a Change of Branch Address on the Branch Form through NMLS. 30 Days notice must be given for this change. To be considered an address change and not a new office requiring a new license, the entire operation, functions and personnel of the existing location must be relocating to the new location. The distance of the move must be a reasonable commute to the existing licensed location. Changes to the MU3 are to be filed effective the date of the address change and should include any changes to mailing addresses, phone numbers, fax numbers, email, etc.</p> <p>Branch Lease Agreement: Upload a copy of any leases, subleases, and any related documents for the branch location in compliance with applicable state and federal law.</p> |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S). Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form through NMLS. 30 Days notice must be giving for this change. All additions or modifications to Other Trade names must also be filed on the Company Form in NMLS.</p> <p>DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Upload copies of the following documents:</p> <ul style="list-style-type: none"> • File-stamped copy of the Certificate of Filing ABN, amendment or deletion form with the Idaho Secretary of State. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure Questions and any new Control Person and upload a copy of any applicable orders or documents.</p> <p>You must provide a separate explanation and upload documents for EACH event that results in a “Yes” response to any disclosure question.</p> |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>CHANGE IN BRANCH MANAGER: A change in any person designated as a branch manager of a registered office must be reported as an Amendment on the Form MU1 (control person) and Form MU3 (branch manager) filing with a new Form MU2 submitted through the NMLS.</p> |
| <input type="checkbox"/> | N/A | N/A | <p>MU2 LEGAL NAME/STATUS DOCUMENTATION: Upload legal documentation of legal name or legal status change. This may be certified copies of divorce decree, marriage certificate, other court-issued order, government-issued status documentation.</p> <p>This document should be named [Document Name] (e.g., Marriage Certificate, Divorce Decree, etc.).</p> <p>In most cases, a Driver’s License or Social Security Card will not be</p> |

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| | | | acceptable. |
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| | | | Upload in NMLS: under the Document Type Legal Name/Status Documentation in the Document Uploads section of the Individual Form (MU2) |
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WHO TO CONTACT – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via email to collections@finance.idaho.gov for additional assistance.

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