



ID Mortgage Loan Originator License Amendment Checklist (Individual)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, review the checklist below.

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 Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via email to mlo@finance.idaho.gov for additional assistance.

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*

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](#)
 - NMLS Sponsorship Change Processing Fee: \$30
 - This fee will be waived for the initial sponsorship request for a license.
- [Change of Residential Address](#)
- [Change of Legal Name](#)
- [Change of Disclosure Question\(s\)](#)

Note: There are no NMLS or Idaho agency amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

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.

Complete	ID Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	<p>End Company Relationship: End the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the Removing Access & Ending Relationships Quick Guide.</p> <p>Note: Once the current “Sponsorship” is removed, your license status will be updated to Approved-Inactive. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by ID.</p>	NMLS
<input type="checkbox"/>	<p>Employment History: Update the Employment History section of the Individual Form (MU4).</p>	NMLS
<input type="checkbox"/>	<p>Confirm Email Address: Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section 	NMLS
<input type="checkbox"/>	<p>Grant Company Access: Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship. For instructions on completing this action, see the Providing Access to a Company Quick Guide.</p> <p>Note: After access is granted, your new employer is required to submit a “Sponsorship” request to this agency.</p> <p>Note: 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 ID.</p>	NMLS
Note	<p>Change of Sponsorship: \$0 per license</p> <p>This fee will be paid by your employing company.</p> <p>NMLS Sponsorship Change Processing Fee: \$30 This fee will be waived for the initial sponsorship request for a license. Fees collected through NMLS are NOT REFUNDABLE.</p>	N/A

Complete	ID Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Update Residential History Section: If changing residence address, you must update the <i>Residential History</i> section of the Individual Form (MU4) and the mailing address, as applicable, listed in the Identifying Information section of the Individual Form (MU4).</p> <p>Note: The licensee's registered employment location must be within a reasonable commuting distance of the applicant's residence.</p>	<p>NMLS</p>

Complete	ID Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Update Identifying Information Section: If changing your legal name, you must update the <i>Identifying Information</i> section of the Individual Form (MU4).</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Legal Documents: Provide a copy of the following legal document which supports the name change.</p> <ul style="list-style-type: none"> • Marriage Certificate • Divorce Decree that <u>awards a specific name</u> • Court Approved Legal Name Change Order • Birth Certificate • U.S. Naturalization document <p>Note: A Driver's License or Social Security Card will not be acceptable.</p>	<p>NMLS</p> <p>This document should be named <i>[Document Name]</i> (e.g., <i>Marriage Certificate, Divorce Decree, etc.</i>).</p>

NMLS ID Number	
Licensee Legal Name	

Complete	ID Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	NMLS
<input type="checkbox"/>	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.” Supporting documents are required. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).
<input type="checkbox"/>	Changing a Response from Yes to No: 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 if applicable or referenced in the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS
<input type="checkbox"/>	MU4 Credit Report Explanations: Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs/settlements, 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 (including those reflecting a zero balance but indicate transferred to another lender), accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc. Refer to and comply with the Financial Responsibility Policy 2018-01. Note: 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 (MU4). These items will not appear on credit reports. This document should be named <i>Credit Report Explanations – document type (e.g. explanation, proof of satisfaction, payment history, etc) – Document Creation Date.</i> Upload in NMLS: under the Document Type Credit Report Explanations in the <i>Document Uploads</i> section of the Individual Form (MU4).	

Complete	ID Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Criminal Background Checks: If you have <u>any</u> felony convictions, or any misdemeanor convictions involving any aspect of financial services, the following will be required:</p> <ol style="list-style-type: none"> 1. Copies of all court judgments entered against you; 2. Copies of all court orders or records (<i>e.g. conviction, sentencing, etc.</i>); 3. Proof that all court costs, supervision fees, fines, penalties, and restitution ordered by the court have been paid or otherwise satisfied; and 4. A written explanation of the circumstances of the criminal action that led to the conviction. <p>These do not need to be <i>certified</i> copies from the court.</p>	<p>Email to mlo@finance.idaho.gov</p> <p>Or mail to the Idaho Department of Finance.</p>

NMLS ID Number	
Licensee Legal Name	

Complete	ID Mortgage Loan Originator License Change in Business Activity Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Business Activity: Mark the appropriate box to indicate your business activity and employer:</p> <p><input type="checkbox"/> Mortgage Loan Origination and/or Mortgage Modification Activity. Services performed/will be performed on behalf of an Idaho licensed Mortgage Broker/Lender Licensee (company license number begins with "MBL-") Loan Originator License must be sponsored by this company.</p> <p><input type="checkbox"/> Mortgage Loan Origination, Mortgage Modification and/or Consumer Lending Activity. Services performed/will be performed on behalf of an Idaho licensed Regulated Lender Licensee with the company license record maintained in the NMLS (company license number begins with "RRL-"). Loan Originator License must be sponsored by this company.</p> <p><input type="checkbox"/> Independent Contractor Mortgage Loan Processing and/or Mortgage Loan Underwriting activities exclusively. Services performed/will be performed on behalf of a contract processing/underwriting company (or self as a sole proprietor) with an Exempt Entity Registration filed in the NMLS. Company registration number begins with "MIC-"). Loan Originator License must be sponsored by this company.</p> <p><input type="checkbox"/> Independent Contractor Mortgage Loan Processing and/or Mortgage Loan Underwriting AND Mortgage Loan Origination and/or Mortgage Modification activities. Loan Originator License MUST be sponsored by either a licensed Idaho Mortgage Broker/Lender (MBL) or Idaho Regulated Lender (RRL) licensee.</p>	<p>Email to mlo@finance.idaho.gov</p> <p>Or mail to the Idaho Department of Finance.</p>