



## Amendments Jurisdiction-Specific Requirements



### LOUISIANA MORTGAGE LOAN ORIGINATOR LICENSE

#### Instructions

1. If changing employment the Mortgage Loan Originator must complete or be aware of the following:
  - You must update the employment section of Form MU4.
  - Confirm that the email address listed in the following locations is current in NMLS;
    - Home Tab>My Account>Update User Profile
    - Filing Tab>Individual>Identifying Information
  - You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
  - Your license status will be updated to Approved-Inactive until we receive a “Sponsorship” request from your new employer.
  - You do not have the authority to originate under the Louisiana Mortgage Loan Originator license
  - You must provide your new employer access to your NMLS record
  - 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.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.

2. The fee for a loan originator sponsorship change is \$80, including the application fee and NMLS processing fee.
3. If changing residence the Mortgage Loan Originator must update the residential history section of Form MU4.
4. A licensee shall update the disclosure questions on the NMLS within 30 days of any material change in any of the following information. “Material facts” or “Material information” are facts or information, or changes in facts or information, including but not limited to the following:
  - Notice of a pending administrative action by any state or federal authority to which the licensee is subject. **Must submit written explanation.**
  - An administrative order by any state or federal authority to which the licensee is subject. **Must submit a written explanation and signed copy of order.**
  - Notice of pending criminal charge against a person licensed under this statute for actions related to financial services or moral turpitude. **Must submit written explanation.**
  - A conviction or other plea agreement on criminal charge against a person licensed under this statute. **Must submit a copy of the disposition of the conviction and signed copy of any plea agreement.**
5. Significant adverse changes to an individual licensee’s credit report, including significant reduction in the licensee’s credit score or the reporting of liens, judgments, foreclosures, repossessions, bankruptcies or other derogatory trade lines. **Must submit a written explanation for the change(s), copies of any payment agreements, and/or discharge of bankruptcy.**

6. The regulator will review the individual's filing and all required documents. **All notification with the originator will be via E-mail through the NMLS or OFI. Make sure the email address is correct.**
7. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Louisiana Office of Financial Institutions  
 Non-depository Division  
 Residential Mortgage Lending  
 P.O. Box 94095  
 Baton Rouge, LA 70804-9095

For Overnight Delivery:

Louisiana Office of Financial Institutions  
 Non-depository Division  
 Residential Mortgage Lending  
 8660 United Plaza Blvd, 2<sup>nd</sup> Floor  
 Baton Rouge, LA 70809

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>LEGAL DOCUMENTS (For change of name only)</b> – Provide a copy of the appropriate legal document which supports the name change (e.g.: marriage certificate, divorce decree).
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS</b> Provide complete details of any answers changed to “Yes” regarding the Disclosure questions.

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to [nmls@ofi.louisiana.gov](mailto:nmls@ofi.louisiana.gov).

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.