



Branch Amendments Jurisdiction-Specific Requirements



MAINE EXEMPT BRANCH REGISTRATION

Instructions

This document provides instructions for an “exempt” company submitting an amendment to their license for its branch location. To make an amendment for a *primary* office license, please refer to the appropriate, separate checklist.

There is no cost associated with making an amendment to the company record. However, appropriate supporting documentation must be submitted as part of the process.

1. To make an amendment to your company record, please refer to the [PDF Quick Guide](#) for making amendments in NMLS.
2. Any Change of Name must also be reported on the applicable Company (MU1) Record.
3. Provide complete details in NMLS of all events or proceeding for any “Yes” answers to any of the Disclosure questions, and upload a copy of any applicable orders or documents.
4. Supporting documentation as noted in the checklist must be provided along with this checklist at the following address:

For U.S. Postal Service:

*Dept. of Professional & Financial Regulation
Bureau of Consumer Credit Protection
35 State House Station
Augusta, ME 04333*

For Overnight Delivery:

*Dept. of Professional & Financial Regulation
Bureau of Consumer Credit Protection
76 Northern Avenue
Gardiner, ME 04345*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>CHANGES TO THE COMPANY NAME: SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION REQUIRED.</p> <ul style="list-style-type: none">a. Corporations; provide a Certificate of Good Standing issued by the Department of the Secretary of State.b. Limited liability company; provide a copy of a Certificate of Good Standing or a Certificate of Registration issued by the Department of the Secretary of State.c. Limited partnership; provide a Certificate of Good Standing for the Limited Partnership from the Department of the Secretary of State.d. General partnership; provide a Certificate of Good Standing for the General Partnership from the City or Town in which the partnership is registered.

WHO TO CONTACT – Contact licensing staff by phone at 207-624-8527 or send your questions via e-mail to LoanOfficerReg@maine.gov for additional assistance.

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.