



Branch Amendments Agency Requirements



MINNESOTA RESIDENTIAL MORTGAGE BRANCH REGISTRATION

Instructions

Minnesota does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below:

1. Registrants must file an amendment in NMLS when any of the following company information is altered:
 - ☐ Change of Address
 - ☐ Change of Name
 - ☐ Change of Other Business Name or DBA
2. Pursuant to MN Statute 58.14, any changes in licensing data must be communicated to the Financial Institutions Division within 10 days of such change.
3. Minnesota does not charge fees for amendments.
4. Agency 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 help with document uploads, see the [Quick Guide for document upload in NMLS](#)

For U.S. Postal Service and Overnight Delivery:
Department of Commerce
Financial Institutions Division
85 7th Place East
Suite 500
St. Paul, MN 55101
Fax 651-539-1548

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NAME CHANGE/SECRETARY OF STATE DOCUMENTATION: Provide a letter to the Department of Commerce explaining the change, list the current name and the proposed name, list the license number, and attach a filed amended Certificate of Authority from the Minnesota Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES: Provide a letter to the Department of Commerce explaining the change of "trade name", "dba" or "fictitious name" and provide a filed copy of the Certificate of Assumed Name from the Minnesota Secretary of State. NOTE: Minnesota does not permit a company to do business under more than one name or title. A company may apply for additional licenses for the additional Other Trade Names by selecting the Other Trade Name license types in NMLS and paying the additional license fee.

WHO TO CONTACT – Contact the Financial Institutions licensing staff by phone at 651-539-1600 or send your questions via e-mail to mortgage.commerce@state.mn.us 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.