



NC Mortgage Broker License Amendment Checklist (Company)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, North Carolina requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact the NC Mortgage Licensing Division staff by phone at 919-733-3016 or send your questions via email to at Company@nccob.gov for additional assistance. The checklist below instructs submission of documents to be uploaded to the NMLS or the NCCOB website. If needed, our mailing address is below.

For U.S. Postal Service:

*NC Office of the Commissioner of Banks
Mortgage Division
4309 Mail Service Center
316 W. Edenton St.
Raleigh, NC 27699-4309*

For Overnight Delivery:

*NC Office of the Commissioner of Banks
Mortgage Division
316 W. Edenton Street
Raleigh, NC 27603*

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 Legal Name](#)
 - Change of Legal Name: \$0 per license
- [Change of Main Address and/or Books & Records Address](#)
 - Change of Main Address: \$0 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$0 per license
- [Deletion of Other Trade Name](#)
 - \$0
- [Change of Legal Status](#)
 - \$0
- [Addition or Modification of Affiliates/Subsidiaries](#)
 - \$0
- [Addition or Modification of Direct Owners/Executive Officers](#)
 - \$0
- [Addition or Modification of Indirect Owners](#)
 - \$0
- [Addition or Modification of Qualifying Individuals](#)
 - Change of Qualifying Individual: \$0 per license
- [Change of Disclosure Question\(s\)](#)

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 should be uploaded to the agency as per instructions on the checklist below.

Complete	NC Mortgage Broker License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. 30 Days notice must be provided for this change.	NMLS
<input type="checkbox"/>	Surety Bond Rider: Licensees may submit their electronic surety bond rider reflecting the name change as follows: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process.	Electronic Surety Bond in NMLS
<input type="checkbox"/>	Formation Documents: Formation Documents must be submitted related to this change type. Determine classification of applicant's legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes. Sole Proprietor <ul style="list-style-type: none">Name change document such as marriage, divorce, etc. Unincorporated Association: <ul style="list-style-type: none">By-Laws or constitution (including all amendments). General Partnership: <ul style="list-style-type: none">Partnership Agreement (including all amendments). Limited Liability Partnership: <ul style="list-style-type: none">Certificate of Limited Liability Partnership; andPartnership Agreement (including all amendments). Limited Partnership: <ul style="list-style-type: none">Certificate of Limited Partnership; andPartnership Agreement (including all amendments). Limited Liability Limited Partnership: <ul style="list-style-type: none">Certificate of Limited Liability Limited Partnership; andPartnership Agreement (including all amendments). Limited Liability Company ("LLC"): <ul style="list-style-type: none">Articles of Organization (including all amendments);Operating Agreement (including all amendments);IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; andLLC resolution if authority not in operating agreement. Corporation: <ul style="list-style-type: none">Articles of Incorporation (including all amendments);By-laws (including all amendments), if applicable;Shareholder Agreement (including all amendments), if applicable;IRS Form 2553 if S-corp treatment elected; andCorporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable. Not for Profit Corporation <ul style="list-style-type: none">Documents requested of a Corporation; andProof of nonprofit status	Upload in NMLS: under the Document Type Formation Document in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	NC Mortgage Broker License Change of Legal Name Amendment Items	Submitted via...
	<ul style="list-style-type: none"> ○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or ○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or ○ entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or ○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate. <p>Trust (Statutory)</p> <ul style="list-style-type: none"> • Certificate of Trust; and • Governing instrument (all amendments). 	
<input type="checkbox"/>	<p>North Carolina Certificate of Authority: A revised Certificate of Authority from the North Carolina Secretary of State must be submitted related to this change type.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NC Mortgage Broker License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Main Address: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS within 15 days of the change.</p> <p><i>Note: Remember to also update your address with the North Carolina Secretary of State.</i></p>	NMLS
<input type="checkbox"/>	<p>Lease Agreement: Upload a copy of the lease agreement for the principal office location that, at a minimum:</p> <ul style="list-style-type: none"> • clearly states the parties to the lease; • clearly states the terms of the lease; • describes the leased premises; and, • is signed by a company official and landlord. <p>If the lease is a sublease, provide written approval from the master lessor that they are aware of and agree to the property being subleased (consent to sublease), along with a copy of the executed master lease.</p> <p>If the mortgage broker owns the building instead of leases the location, deed documentation can be provided in lieu of the lease to show the owner as the mortgage broker business.</p> <p><i>Note:</i> "Principal office" means a principal place of business that shall consist of at least one enclosed room or building of stationary construction in which negotiations of mortgage loan transactions may be conducted and carried on in privacy and in which all of the books, records, and files pertaining to mortgage loan transactions relating to borrowers in this State are maintained. A principal office shall not be located at an individual's home or residence. (see N.C. General Statute § 53-244.030 (26)).</p>	<p>Upload in NMLS: under the Document Type <u>Additional Requirements</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>BOOKS AND RECORDS: Licensees are required to maintain their books and records for North Carolina residential mortgage loans at a designated location within the State. If, however, the company wishes store such records out-of-state, it is required to submit a written request to the NC Commissioner of Banks.</p> <p>The written request can be completed on our system at the following link: https://www.nccob.gov/online/ . <i>Please note that if your prior request for the storage location was in writing, create a new filing online. If your prior request for the storage location was online, create an updated filing of the books & records storage address.</i></p> <p><i>Note:</i> The request should contain all elements of N. C. Administrative Code 04 NCAC 03M .0502 (see also below) and list the specific street address where records will be stored (match to NMLS MU1 Books and Records screen address). If the licensee uses a third party for record storage, please provide the street address and a copy of the executed agreement (if applicable, agreement uploads can be done in the system when completing the request form).</p>	<p>Complete a Books and Records Request to NCCOB's Website: Login credentials can be requested on the site within one business day of application submission: https://www.nccob.gov/online/Login.aspx. Click on Books & Records and complete the online request form as prompted.</p>

Complete	NC Mortgage Broker License Change of Main Address Amendment Items	Submitted via...
	<p>04 NCAC 03M .0502 FORM AND LOCATION OF RECORDS</p> <p>(a) The records may be maintained in any form that is convertible into legible, tangible documents by the licensee.</p> <p>(b) All records required by this Section shall be prepared in accordance with generally accepted accounting principles, where applicable.</p> <p>(c) All records required to be maintained shall be secured against unauthorized access and damage in a location within the State accessible to the Commissioner. However, a licensee or registrant that maintains a centralized out-of-state storage facility for the records from multiple states may request the Commissioner to approve its storage of such records in such out-of-state location. The requests shall be approved provided that:</p> <ul style="list-style-type: none"> (1) the Commissioner determines that the proposed storage will ensure that the records are secured against unauthorized access and damage; and (2) the licensee or registrant agrees in writing to make available at its expense for inspection and copying upon request by the Commissioner copies of all requested records in a form that satisfies the requirements of Paragraph (a) of this Rule. <p>(d) If the Commissioner has reason to believe that records are not or will not be secured against unauthorized access or damage, the Commissioner shall summarily revoke any approval granted under Paragraph (c) of this Rule.</p> <p>(e) A licensee or registrant shall notify the Commissioner of any change in the location of its books and records within 15 days following such change.</p>	

Complete	NC Mortgage Broker License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Other Trade Name: Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. 30 Days must be provided for this change.	NMLS
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.</p> <p>Other Trade Name: If operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the Other Trade Names section of the Company Form (MU1). North Carolina does not limit the number of other trade names.</p> <p>If operating under an "Other Trade Name", upload an executed copy of a North Carolina Assumed Name Certification regarding ability to do business under that trade name from a North Carolina Register of Deeds office as required under N.C. General Statute Chapter 66, Article 14A.</p> <p>This document should be named North Carolina-Mortgage Broker License Trade Name – Assumed Name.</p>	Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	NC Mortgage Broker License Deletion of Other Trade Name Amendment Items	Submitted via...
<input data-bbox="139 321 180 363" type="checkbox"/>	Deletion of Other Trade Name: Submit an ACN for a deletion of an Other Trade Name through the Company Form (MU1) in NMLS. 30 days must be provided for this change.	NMLS

Complete	NC Mortgage Broker License Change of Legal Status Amendment Items	Submitted via...
<p>Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</p>		
<input type="checkbox"/>	<p>Change of Legal Status: Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. 60 Days must be provided for this change.</p>	NMLS
<input type="checkbox"/>	<p>Surety Bond Rider: Licensees may submit their electronic surety bond rider reflecting the legal status change as follows:</p> <p>Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process.</p>	Electronic Surety Bond in NMLS
<input type="checkbox"/>	<p>Formation Documents: Formation Documents must be submitted related to this change type.</p> <p>Determine classification of applicant's legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p>Sole Proprietor</p> <ul style="list-style-type: none"> • Status change document if changing from or to a Sole Proprietorship. <p>Unincorporated Association:</p> <ul style="list-style-type: none"> • By-Laws or constitution (including all amendments). <p>General Partnership:</p> <ul style="list-style-type: none"> • Partnership Agreement (including all amendments). <p>Limited Liability Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Liability Partnership; and • Partnership Agreement (including all amendments). <p>Limited Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Partnership; and • Partnership Agreement (including all amendments). <p>Limited Liability Limited Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Liability Limited Partnership; and • Partnership Agreement (including all amendments). <p>Limited Liability Company ("LLC"):</p> <ul style="list-style-type: none"> • Articles of Organization (including all amendments); • Operating Agreement (including all amendments); • IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and • LLC resolution if authority not in operating agreement. <p>Corporation:</p> <ul style="list-style-type: none"> • Articles of Incorporation (including all amendments); • By-laws (including all amendments), if applicable; • Shareholder Agreement (including all amendments), if applicable; • IRS Form 2553 if S-corp treatment elected; and • Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable. 	<p>Upload in NMLS: under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NC Mortgage Broker License Change of Legal Status Amendment Items	Submitted via...
	<p>Not for Profit Corporation</p> <ul style="list-style-type: none"> • Documents requested of a Corporation; and • Proof of nonprofit status <ul style="list-style-type: none"> ○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or ○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or ○ entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or ○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate. <p>Trust (Statutory)</p> <ul style="list-style-type: none"> • Certificate of Trust; and • Governing instrument (all amendments). 	
<input type="checkbox"/>	<p>North Carolina Certificate of Authority: A revised Certificate of Authority from the North Carolina Secretary of State must be submitted related to this change type.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NC Mortgage Broker License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	Organizational Chart: Submit a revised organizational chart reflecting the amended affiliate or subsidiary change.	Upload in NMLS: under the Document Type <u>Organizational Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	NC Mortgage Broker License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 60 Days notice must be provided for this change.	NMLS
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p> <p>Note: You may review the requirements of financial responsibility pursuant to N.C. General Statute § 53-244.060(4).</p> <p>§ 53-244.030(7) "Control" means the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any person that (i) is a director, general partner, or executive officer; (ii) directly or indirectly has the right to vote ten percent (10%) or more of a class of voting security or has the power to sell or direct the sale of ten percent (10%) or more of a class of voting securities; (iii) in the case of a limited liability company, is a managing member; or (iv) in the case of a partnership, has the right to receive upon dissolution, or has contributed, ten percent (10%) or more of the capital, is presumed to control the company.</p>	NMLS
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <ul style="list-style-type: none"> • <i>Direct Owners</i> • <i>Executive Officers</i> • <i>Indirect Owners</i> • <i>Qualifying Individual</i> • <i>Other individuals as defined as a control person in North Carolina General Statute § 53-244-30(7)</i> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p>	NMLS

Complete	NC Mortgage Broker License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
	<p>See the Criminal Background Check section of the NMLS Resource Center for more information. See N.C. General Statute requirements § 53-244.060(2) and (3).</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
<input type="checkbox"/>	<p>Formation Documents: Formation Documents must be submitted related to this change type.</p> <p>Determine classification of applicant's legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p>Sole Proprietor</p> <ul style="list-style-type: none"> • Status change information. <p>Unincorporated Association:</p> <ul style="list-style-type: none"> • By-Laws or constitution (including all amendments). <p>General Partnership:</p> <ul style="list-style-type: none"> • Partnership Agreement (including all amendments). <p>Limited Liability Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Liability Partnership; and • Partnership Agreement (including all amendments). <p>Limited Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Partnership; and • Partnership Agreement (including all amendments). <p>Limited Liability Limited Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Liability Limited Partnership; and • Partnership Agreement (including all amendments). <p>Limited Liability Company ("LLC"):</p> <ul style="list-style-type: none"> • Articles of Organization (including all amendments); • Operating Agreement (including all amendments); • IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and • LLC resolution if authority not in operating agreement. <p>Corporation:</p> <ul style="list-style-type: none"> • Articles of Incorporation (including all amendments); • By-laws (including all amendments), if applicable; • Shareholder Agreement (including all amendments), if applicable; • IRS Form 2553 if S-corp treatment elected; and • Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable. <p>Not for Profit Corporation</p> <ul style="list-style-type: none"> • Documents requested of a Corporation; and • Proof of nonprofit status <ul style="list-style-type: none"> ○ Internal Revenue Service ("IRS") 501(c)(3) designation letter; or 	<p>Upload in NMLS: under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NC Mortgage Broker License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
	<ul style="list-style-type: none"> ○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity's net earnings may lawfully benefit any private shareholder or individual; or ○ entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or ○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate. <p>Trust (Statutory)</p> <ul style="list-style-type: none"> • Certificate of Trust; and <p>Governing instrument (all amendments).</p>	
<input type="checkbox"/>	<p>Organizational Chart: Submit a revised organizational chart reflecting the amended ownership change.</p>	<p>Upload in NMLS: under the Document Type <u>Organizational Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Disclosure Questions/Explanations: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons, and Qualifying Individual (MU2). See the Company Disclosure Explanations Quick Guide and Individual Disclosure Explanations Quick Guide for instructions</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>

Complete	NC Mortgage Broker License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Indirect Owners: Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. 60 Days notice must be provided for this change.	NMLS
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (filing submission)
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p> <p>Note: You may review the requirements of financial responsibility pursuant to N.C. General Statute § 53-244.060(4).</p> <p>§ 53-244.030(7) "Control" means the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any person that (i) is a director, general partner, or executive officer; (ii) directly or indirectly has the right to vote ten percent (10%) or more of a class of voting security or has the power to sell or direct the sale of ten percent (10%) or more of a class of voting securities; (iii) in the case of a limited liability company, is a managing member; or (iv) in the case of a partnership, has the right to receive upon dissolution, or has contributed, ten percent (10%) or more of the capital, is presumed to control the company.</p>	NMLS
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <ul style="list-style-type: none"> • <i>Direct Owners</i> • <i>Executive Officers</i> • <i>Indirect Owners</i> • <i>Qualifying Individual</i> • <i>Other individuals as defined as a control person in North Carolina General Statute § 53-244-30(7)</i> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p>	NMLS

Complete	NC Mortgage Broker License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
	<p>See the Criminal Background Check section of the NMLS Resource Center for more information. See N.C. General Statute requirements § 53-244.060(2) and (3).</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
<div data-bbox="139 1199 180 1241" style="border: 1px solid black; width: 25px; height: 20px; margin: 0 auto;"></div>	<p>Formation Documents: Formation Documents must be submitted related to this change type.</p> <p>Determine classification of applicant's legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p>Sole Proprietor</p> <ul style="list-style-type: none"> • Status change information. <p>Unincorporated Association:</p> <ul style="list-style-type: none"> • By-Laws or constitution (including all amendments). <p>General Partnership:</p> <ul style="list-style-type: none"> • Partnership Agreement (including all amendments). <p>Limited Liability Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Liability Partnership; and • Partnership Agreement (including all amendments). <p>Limited Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Partnership; and • Partnership Agreement (including all amendments). <p>Limited Liability Limited Partnership:</p> <ul style="list-style-type: none"> • Certificate of Limited Liability Limited Partnership; and • Partnership Agreement (including all amendments). <p>Limited Liability Company ("LLC"):</p> <ul style="list-style-type: none"> • Articles of Organization (including all amendments); • Operating Agreement (including all amendments); • IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and • LLC resolution if authority not in operating agreement. <p>Corporation:</p> <ul style="list-style-type: none"> • Articles of Incorporation (including all amendments); • By-laws (including all amendments), if applicable; • Shareholder Agreement (including all amendments), if applicable; • IRS Form 2553 if S-corp treatment elected; and • Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable. <p>Not for Profit Corporation</p> <ul style="list-style-type: none"> • Documents requested of a Corporation; and • Proof of nonprofit status <ul style="list-style-type: none"> ○ Internal Revenue Service ("IRS") 501(c)(3) designation letter; or ○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating 	<p>Upload in NMLS: under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NC Mortgage Broker License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
	<p>within the State; and (ii) no part of the entity's net earnings may lawfully benefit any private shareholder or individual; or</p> <ul style="list-style-type: none"> ○ entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or ○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate. <p>Trust (Statutory)</p> <ul style="list-style-type: none"> • Certificate of Trust; and <p>Governing instrument (all amendments).</p>	
<input type="checkbox"/>	Organizational Chart: Submit a revised organizational chart reflecting the amended indirect ownership change.	Upload in NMLS: under the Document Type <u>Organizational Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Disclosure Questions/Explanations: Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the company or related control persons, and Qualifying Individual (MU2). See the Company Disclosure Explanations Quick Guide and Individual Disclosure Explanations Quick Guide for instructions	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).

Complete	NC Mortgage Broker License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS within 15 days of the change.	NMLS
<input type="checkbox"/>	Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: Credit Report: Control Persons and the Qualifying Individuals are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. Note: You may review the requirements of financial responsibility pursuant to N.C. General Statute § 53-244.060(4) .	NMLS
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. <ul style="list-style-type: none">• <i>Direct Owners</i>• <i>Executive Officers</i>• <i>Indirect Owners</i>• <i>Qualifying Individual</i>• <i>Other individuals as defined as a control person in North Carolina General Statute § 53-244-30(7)</i> After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information. See N.C. General Statute requirements § 53-244.060(2) and (3) . Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.	NMLS
<input type="checkbox"/>	Qualifying Individual: North Carolina General Statute § 53-244.030(27) defines a Qualifying individual: "Qualifying individual" means a person who meets the experience and other requirements of N.C. General Statute § 53-244.050(b) and who agrees to be primarily responsible for the operations of a licensed mortgage broker or mortgage lender or mortgage servicer.	NMLS

Complete	NC Mortgage Broker License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
	<p>This individual must be listed in the Qualifying Individual section of Company Form (MU1).</p> <p>Each licensee is required to have a Qualifying Individual (QI) with:</p> <ul style="list-style-type: none"> • Three years of residential mortgage lending or mortgage brokering experience (see North Carolina Administrative Code 04 NCAC 03M.0204 and, • Meets the educational* and testing** requirements pursuant to North Carolina General Statute § 53-244.050(b). <p>*Have satisfactorily completed, within the three years immediately preceding the date of application, the mortgage lending prelicensing education as detailed under North Carolina General Statute § 53-244.070; and</p> <p>**Have a valid (unexpired) test that satisfies one of the following three conditions:</p> <ol style="list-style-type: none"> 1. Passing results on both the National and North Carolina State components of the SAFE Test, or 2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or 3. Passing results on the National Test Component with Uniform State Content <p>Follow the instructions in the View Testing Information Quick Guide to confirm test results have been posted to your record and indicate “Pass” and that the test has not expired.</p> <p>Note: The Qualifying Individual is not required to hold a Mortgage Loan Originator (MLO) license; however, prelicensing education expires after three (3) years if not licensed as an MLO.</p>	
<input type="checkbox"/>	<p>Verification of Experience: Provide a license specific resume for the Qualifying Individual with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for a license. Detailed job descriptions and duties with all employers need to be incorporated into a resume to demonstrate experience related to the specific state license being applied for. North Carolina State specific requirements include:</p> <ul style="list-style-type: none"> • more than half of the individual's employment income was derived from employment in the mortgage lending or mortgage brokerage industry; and • that individual had actual responsibility for job functions in each area of study included in a prelicensing education program. <p>See North Carolina General Statutes § 53-244.030(27) and § 53-244.050(b) and N.C. Administrative Code 04 NCAC 03M.0204.</p>	<p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the Document Uploads section of the Individual Form (MU2).</p>

Complete	NC Mortgage Broker License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
	<p>Note: Resume data should match up to the employment history on the Individual Form (MU2).</p> <p>This document should be named [QI Resume - Verification of Experience] – <i>License Name</i>.</p>	
<input data-bbox="142 541 180 583" type="checkbox"/>	<p>Disclosure Questions/Explanations: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons, and Qualifying Individual (MU2). See the Company Disclosure Explanations Quick Guide and Individual Disclosure Explanations Quick Guide for instructions</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>

Complete	NC Mortgage Broker License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) 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” for company or each control person. See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<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” for company or each control person. You must also upload a document (PDF) related to the explanation. See the Company Disclosure Explanations Quick Guide for instructions.	NMLS