



NY Mortgage Broker Branch Registration Amendment Checklist (Branch)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, the New York State Department of Financial Services requires advance notification for some changes. See the checklist below for details.

Weekly Bulletin Publication

Applications deemed complete are published in the Department's Weekly Bulletin every Friday. The Weekly Bulletin can be accessed via the following link:

https://www.dfs.ny.gov/reports_and_publications/weekly_bulletins

Incomplete Application

Branch Managers must be licensed as a mortgage loan originator with the Department prior to submission of the electronic change in branch address or change in branch manager application through NMLS. **Note: The Department will deny all change in branch address or change in branch manager applications where the branch manager does not hold a New York license** in one of the following status: Approved, Approved-Conditional, Approved-Deficient, Approved-Inactive. MLOs with Temporary Authority are prohibited from functioning as a branch manager.

All required jurisdiction (state) specific documents must be received by the Department within 10 days of the electronic filing through NMLS. If all jurisdiction (state) specific documents are not received within 10 days of the electronic filing through the NMLS the Advanced Change Notice will be rejected and the application will be denied. The Department will notify the applicant after the denial of the application.

If after receipt of all jurisdiction specific (state) documents, a change of address application with a licensed branch manager is determined to be incomplete, deficiencies will be posted as "License Items" on NMLS identifying the items and matters that must be addressed for the Department to continue processing the application.

Complete responses must be received within 30 days of the date the License Item is posted to NMLS. If a complete response fully addressing all such items and matters to the satisfaction of the Department is not received within 30 days of sending such notice, the Advanced Change Notice will be rejected and the branch location status on NMLS will be updated to "Terminated-Surrendered/Cancelled." Any applicant seeking a license following the termination of the branch license must submit a new application that must include all required information, documents, and fees.

Approval and Denial

After the application has been processed, the applicant will receive written notification of the approval or denial of the application.

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](#)

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.

Helpful Resources

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

Agency Contact Information

Contact Mortgage Banking business unit licensing staff via email at mortgage.broker@dfs.ny.gov for additional assistance.

Items required to be submitted to the Department outside NMLS must be received by the Department within ten (10) business days of the submission of the application through the NMLS. Please note that an applicant’s NMLS Identification Number must be included on every document submitted to the Department.

If originals are required, the original document MUST be mailed in hard copy to the following address:

New York State Department of Financial Services
Attention: Mortgage Banking – Supervision Unit
One State Street
New York, NY 10004

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

The Department does not charge amendment fees for changes in Mortgage Broker Branch Registration(s).

- [Change of Branch Address](#)
- [Change of Branch Manager](#)

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.

Complete	NY Mortgage Broker Branch Registration Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 Days notice must be provided for this change.</p> <p>The Branch Manager must hold a NYS MLO License in one of the following status: <u>Approved, Approved-Conditional, Approved-Inactive or Approved-Deficient.</u></p> <p>Advanced Change Notice will be rejected and the application will be denied if the branch manager is not licensed in New York</p> <p>Note: You cannot assign multiple branches to a single branch manager unless you have 10 or more branch offices physically located in New York State.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Change of Branch Address Affirmation Form: Each applicant must submit a Change of Branch Address Affirmation Form signed by an owner or executive officer whose information is on file with the Department.</p> <p>Click link to download the Change of Branch Address Affirmation Form. NY-DFS Mortgage Banking Common Forms and Resources</p>	<p>Email to: MBELECTRONIC@dfs.ny.gov</p> <p>Note: The Original Signature Document must also be received by the Department within 10 days of the submission of the application through NMLS</p> <p>Mailed to:</p> <p>NYS Department of Financial Services Attention: Mortgage Banking – Supervision Unit One State Street, New York, NY 10004</p>
<input type="checkbox"/>	<p>Return Original License: You must return the branch license issued by the New York State Department of Financial Services or the New York State Banking Department.</p> <p>Note: If your license has been lost or misplaced, you must submit a notarized Lost License and Certificate Affidavit.</p> <p>Click link to download the Lost License and Certificate Affidavit NY-DFS Mortgage Banking Common Forms and Resources</p>	<p>Mail</p> <p>NYS Department of Financial Services Attention: Mortgage Banking – Supervision Unit One State Street, New York, NY 10004</p>

Complete	NY Mortgage Broker Branch Registration Change of Branch Address Amendment Items	Submitted via...
<input data-bbox="138 451 178 493" type="checkbox"/>	<p>Out of State Branch Locations: If the proposed branch office is located outside the State of New York, provide a written description of how the proposed branch will transact business with New York consumers. The submitted information must address how branch personnel solicit potential borrowers for New York property (e.g., face-to-face interactions, internet, mass mailings, e-mails, telephone, advertisements, etc.) and the manner in which disclosures and mortgage documents are transmitted between the borrower and branch personnel. If the internet will be used, please provide the domain name.</p> <p>Note: The Out-of-State Branch narrative must be dated and on company letterhead.</p>	<p>Email to: MBELECTRONIC@dfs.ny.gov</p>

Complete	NY Mortgage Broker Branch Registration Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</p> <p><u>The Branch Manager must hold a NYS MLO License in one of the following status: Approved, Approved-Conditional, Approved-Inactive or Approved-Deficient.</u></p> <p>Company will be ordered to surrender the branch location if the designated branch manager is not licensed in New York. An updated Form MU4 must be completed for the respective branch manager to obtain authorization from the Department.</p> <p>Note: You cannot assign multiple branches to a single branch manager unless you have 10 or more branch offices physically located in New York State.</p>	NMLS
Note	<p>Credit Report: Credit Reports and authorizations for credit report through NMLS are not required for a change in branch manager.</p>	N/A
Note	<p>MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS for a change in branch manager</p>	N/A

Complete	NY Mortgage Broker Branch Registration Change to Branch Manager 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 Branch Manager's Individual Form (MU2) 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 the Branch Manager. 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 (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, 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 the Branch Manager. You may also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS