



# OR Collection Agency Branch Registration Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
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## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, Oregon Division of Financial Regulation 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 Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact Oregon Division of Financial Regulation licensing staff by phone at (503) 947-7300 or send your questions via email to [DFR.NDP.Licensing@dcbs.oregon.gov](mailto:DFR.NDP.Licensing@dcbs.oregon.gov) for additional assistance. Please include your NMLS number with all correspondence.

#### For U.S. Postal Service:

Oregon Division of Financial Regulation  
Licensing Section  
PO Box 14480  
Salem, OR 97309

#### For Overnight Delivery:

Oregon Division of Financial Regulation  
Licensing Section  
350 Winter Street NE Room 410  
Salem, OR 97301

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 Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager 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 that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

| Complete                 | OR Collection Agency Branch Registration<br>Change of Branch Address Amendment Items                                       | Submitted via... |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | <b>Change of Branch Address:</b> Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS. | NMLS             |
| Note                     | <b>Change of Branch Address:</b> \$0 per license<br>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.        | N/A              |

| Complete                 | OR Collection Agency Branch Registration<br>Addition or Modification of Other Trade Name Amendment Items                                                                                                                                                                                  | Submitted via...                                                                                                                                                          |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.<br><b>Note:</b> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1). | NMLS                                                                                                                                                                      |
| Note                     | <b>Addition of Other Trade Name Fee:</b> \$0 per license<br>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.                                                                                                                                                               | N/A                                                                                                                                                                       |
| <input type="checkbox"/> | <b>Trade Name/Assumed Name Registration Certificates:</b> Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.                                                                                                                                | <b>Upload in NMLS:</b> 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                 | OR Collection Agency Branch Registration<br>Deletion of Other Trade Name Amendment Items                                                                                                                                                                                                                                                                                                                                                                                        | Submitted via... |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | <b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.<br><b>Note:</b> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).<br>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1). | NMLS             |

| Complete                 | OR Collection Agency Branch Registration<br>Change of Branch Manager Amendment Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Submitted via... |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | <b>Addition or Modification of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NMLS             |
| Note                     | <b>Change of Branch Manager Fee:</b> \$0 per license; \$15.00 fee for credit report; \$36.25 fee for criminal record check<br>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A              |
| <input type="checkbox"/> | <b>Credit Report:</b> Branch Managers are required to authorize a credit report through NMLS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NMLS             |
| <input type="checkbox"/> | <b>MU2 Individual FBI Criminal Background Check Requirements:</b> Branch Managers are required to authorize a FBI criminal background check (CBC) through NMLS. 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 <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.<br><br><b>Note:</b> 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             |

| Complete                 | OR Collection Agency Branch Registration<br>Change to Branch Manager Disclosure Question(s) Amendment Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Submitted via...                                                                                  |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Change of Disclosure Question(s):</b> 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"/> | <b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from "No" to "Yes" for the Branch Manager. See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.                                                                                                                                                                                                                                                                                             | <b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2). |
| <input type="checkbox"/> | <b>Changing a Response from Yes to No:</b> 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 may 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 <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions. | NMLS                                                                                              |