



Utah-DFI Mortgage Loan Originator Amendment Checklist (Individual)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, review the checklist below.

Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)
- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [Change of Employer Quick Guide](#)

Agency Contact Information

Contact Utah Department of Financial Institutions licensing staff by phone at (801) 538-8830 or email your questions to Andrea Staheli at astaheli@utah.gov.

For U.S. Postal Service:

*Utah Department of Financial Institutions
P O Box 146800
Salt Lake City, UT 84114-6800*

For Overnight Delivery:

*Utah Department of Financial Institutions
324 S State Ste 201
Salt Lake City, UT 84111*

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 Employment](#)
- [Change of Residential Address](#)
- [Change of Legal Name](#)
- [Change of Disclosure Question\(s\)](#)

Note: There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

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 | Utah-DFI Mortgage Loan Originator Change of Employment Amendment Items | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | Employment History: Update the Employment History section of the Individual Form (MU4). | NMLS |
| <input type="checkbox"/> | Confirm Email Address: Confirm that the email address listed in the following locations is current in NMLS: <ul style="list-style-type: none">• Home Tab>My Account>Update User Profile• Filing Tab>Individual>Identifying Information section | NMLS |

| Complete | Utah-DFI Mortgage Loan Originator Change of Residential Address Amendment Items | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | Update Residential History Section: If changing residence, you must update the Residential History section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4). | NMLS |

| Complete | Utah-DFI Mortgage Loan Originator Change of Legal Name Amendment Items | Submitted via... |
|----------|--|------------------|
| Note | Change of Legal Name: When changing your legal name in NMLS, make the change in the <i>Identifying Information</i> section of the Individual Form (MU4). No additional documentation is required by UT-DFI. | N/A |

| Complete | Utah-DFI Mortgage Loan Originator Change in Disclosure Question(s) Amendment Items | Submitted via... |
|--------------------------|--|---|
| <input type="checkbox"/> | Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS. | NMLS |
| <input type="checkbox"/> | <p>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.”</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p> | Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4). |
| <input type="checkbox"/> | <p>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.</p> <p>You may select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You may also upload a document (PDF) related to the explanation.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p> | NMLS |