



UT-DFI Title Lender Registration Amendment Checklist (Company)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Utah-DFI 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.

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

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.

Helpful Resources

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

Agency Contact Information

Contact Utah Department of Financial Institutions licensing staff by phone at 801-538-8830 or send your questions via e-mail to pcline@utah.gov for additional assistance.

For U.S. Postal Service:

Utah Department of Financial Institutions
PO Box 146800
Salt Lake City UT 84114-6800

For Overnight Delivery:

Utah Department of Financial Institutions
324 S. State Street #201
Salt Lake City UT 84111

Alternatively, you may send information via email to: dfi@utah.gov

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](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Disclosure Question\(s\)](#)
- [Change of Main Address](#)

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 filing through NMLS.

Complete	UT-DFI Title Lender Registration 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. Thirty days' notice must be provided for this change.	NMLS
Note	Change of Legal Name Fee: \$0 per registration Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	UT-DFI Title Lender Registration 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. Thirty days' notice must be provided for this change.	NMLS
Note	Addition of Other Trade Name: \$0 per registration Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	UT-DFI Title Lender Registration Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Company Form (MU1) in NMLS. Thirty days' notice must be provided for this change.	NMLS
Note	Deletion of Other Trade Name: \$0 per registration	N/A

Complete	UT-DFI Title Lender Registration 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).

NMLS ID Number	
Registrant Legal Name	

Complete	UT-DFI Title Lender Registration Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. Thirty days' notice must be provided for this change.	NMLS
Note	Change of Main Address: \$0 per Registration Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Change of Branch Location: Submit to UDFI notice of a branch addition or closure.	Mail to UT-DFI OR Email to UT-DFI: dfi@utah.gov