



Amendments Jurisdiction-Specific Requirements



VERMONT DEBT ADJUSTER LICENSE (BRANCH)

Instructions

1. The following amendments require items to be sent to the Vermont Banking Division outside the NMLS:
 - Change in Branch Manager
2. The fee to change an address is \$100.00 per license. There are no other amendment fees.
3. All fees, except as otherwise noted, are collected through the NMLS and ARE NOT REFUNDABLE.
4. Any Change of Address or Change in Branch Manager must also be reported on the applicable Form MU3 and/or Form MU2.
5. Jurisdiction-specific requirements, as set out in the checklist below, should be completed first as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following email address at: dfp.licensing@vermont.gov.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	Item
CHANGE IN BRANCH MANAGER		
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for all “Yes” answers to any of the Disclosure questions for the Branch Manager.
<input type="checkbox"/>	<input type="checkbox"/>	CREDIT REPORT: <i>Qualifying Individuals and Branch Managers</i> completing an Individual Form (MU2) 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. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).
<input type="checkbox"/>	<input type="checkbox"/>	MU2 Individual FBI Criminal Background Check Requirements: <i>Qualifying Individuals and Branch Managers</i> , unless licensed as a Vermont mortgage loan originator, are required to authorize an FBI criminal background check (CBC) through NMLS on the Company Form (MU1). After authorizing the 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 Quick Guides - Company section of the NMLS Resource Center for more information. Note: The Individual must grant Vermont authorization to view the CBC results at the time the CBC is requested. Vermont cannot view CBC results that are generated BEFORE Vermont has been granted access. If results are generated before Vermont is granted access, Vermont cannot view the results and the MU2 individual will be required to request and pay for another CBC.

WHO TO CONTACT – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to dfr.licensing@vermont.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.