



**Company Amendments**  
Agency Requirements



**WEST VIRGINIA MORTGAGE BROKER BRANCH LICENSE**

When making changes to your record in NMLS the West Virginia Division of Financial Institutions (WVDFI) requires Advance Change Notice (ACN) for some changes, see checklist below for details.

**How to submit agency-specific documents**

1. If document(s) are required for an ACN:
  - a. In the NMLS Document Uploads section, select ACN for document type.
  - b. Documents uploaded through ACN are considered proposed documents. Final documents must be uploaded to Document Uploads under the appropriate document type on the effective date.
2. For documents for an Amendment that doesn't require an ACN:
  - a. In the NMLS document upload section, select the applicable document type.
3. Document(s) provided outside of NMLS can be emailed to our licensing staff listed at bottom of this checklist.

**Fees**

1. Change of Address \$100 per license.
2. All fees collected through NMLS ARE NOT REFUNDABLE.

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE OF BRANCH ADDRESS:</b> Submit an ACN for a Change of Main (Corporate) Address through the Branch (MU3) form through NMLS. <b>Thirty</b> days' notice must be provided for this change.
<input type="checkbox"/>		<input type="checkbox"/>	<b>MORTGAGE LOAN ORIGINATOR (MLO) AMENDMENT:</b> If branch relocates, it may be necessary for MLO amendments that demonstrate that the MLO resides within 75 miles of the branch address.
FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS:</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure Questions for the company or any new Control Person or Manager. Appropriate documentation must also be uploaded to NMLS or provided outside of the system as detailed above.

**WHO TO CONTACT** – Contact WVDFI licensing staff by phone at (304) 558-2294 or via e-mail:

Lisa Miller at [lmiller@wvdob.org](mailto:lmiller@wvdob.org) or  
Kim Compton-Goff at [kcompton-goff@wvdob.org](mailto:kcompton-goff@wvdob.org).

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.