



NMLS Policy Guidebook Changes – March 17, 2023

General Policies

The following new language was added:

- Pg 8

Use of “NMLS” in a Public Facing Email Address Domain Name

“NMLS” shall not be used in a public facing email address domain name. An email address domain name containing “NMLS” shall not be used in advertising, which would imply there is a relationship between NMLS and the parties. An email address domain name using NMLS cannot appear on consumer access.

- Pg 12

Amendments to a company’s structure that will NOT require a new NMLS record

Generally, if an entity is considered to be the same entity after a change is made to its structure and there is no change in the entity’s EIN, a new NMLS record is not required. An example is an IRS allowed F-Reorganization. In cases such as an F Reorganization, when there is a change in the state of formation, the Date of Formation in the entity’s record shall reflect the date of formation in the new state of formation. The Date of Formation field in the company record populates the Date Formed field in Consumer Access

Disclosure Question Sections

New language was added to the following pages:

- Pg 37: NMLS Company Form
- Pg 61: NMLS Individual Form (MU2)
- Pg 97: NMLS Individual Licensing Form (MU4)

Disclosure of a sealed or expunged conviction or item is not required if relevant state law or a court order does not require or prohibits disclosure.

Disclosure of a felony or misdemeanor case disposed of in juvenile court is not required if relevant state law or a court order does not require or prohibits disclosure.

Individual’s Identifying Information

New language was added to the following pages:

- Pg 53: NMLS Individual Form (MU2)
- Pg 89: NMLS Individual Licensing Form (MU4)

Individuals should use their Last, First, Middle names, and suffix (“Jr”, “III”, etc.) if any. Do not enter a professional or academic suffix.

Create Individual Record

The following new language was added.

- Pg 87

In some circumstances, individuals and entities may request to have data corrected that cannot be self-corrected in the system. Certain requests to modify information in their respective NMLS account, will have a cost associated with making the correction and may require approval from relevant state agencies before it can be processed. If there are work arounds that may be faster and less costly than a data fix, a data fix request may not be approved. Some examples of requests that will have a cost include, but are not limited to, modifying start and end dates for a relationship or registered location and correcting duplicate accounts made by invalid data entry. The cost for these corrections is based on an hourly rate. The minimum rate charged will be the current rate for one hour.