



NV Supplemental Mortgage Servicer License Amendment Checklist (Company)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Nevada requires advance notification for the following changes. See the checklist below for details.

- Change of Control or Ownership
- Change of Legal Name
- Adding or Removing a Fictitious Name
- Change in Legal Entity Status

Nevada does not require advance notice for the following changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

- Change of Principal Address
- Addition or Removal of Branch Locations
- Change of Qualified Employee
- Change in Disclosure Questions

There is a \$50 fee to obtain a duplicate license. Contact NV Division of Mortgage Lending for more information.

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. 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.

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

Helpful Resources

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

Agency Contact Information

Contact Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via email to mldinfo@mld.nv.gov for additional assistance.

For U.S. Postal Service:

*Division of Mortgage Lending
Licensing Office
1830 College Parkway, Suite 100
Carson City, NV 89706*

For Overnight Delivery:

*Division of Mortgage Lending
Licensing Office
1830 College Parkway, Suite 100
Carson City, NV 89706*

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](#)
 - Change of Legal Name: \$50 per license
- [Change of Main Address](#)
 - Change of Main Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$50 per license
- [Deletion of Other Trade Name](#)
 - Deletion of Other Trade Names: \$50 per license
- [Change of Legal Status](#)
 - If a new hard copy license is issued: \$50.00 per license
- [Change in Control](#)
 - Change of Control or Ownership: \$500
- [Addition or Modification of Qualifying Individuals](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Change of Disclosure Question\(s\)](#)

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.

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License 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. 30 days' notice must be provided for this change.	NMLS
<input type="checkbox"/>	Change of Legal Name Fee: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Filing submission)
<input type="checkbox"/>	Surety Bond Rider: Upload and mail an original company surety bond rider (or new bond if applicable) that reflects the entity's new legal name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. This document should be named <i>[License Type] [Effective Date] Surety Bond Rider</i> .	Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). AND Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Return Original License: Company is required to return its current original license to this agency.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Certificate of Authority/Good Standing Certificate: Submit a copy of the amended name filing(s) with the state of formation and the Nevada Secretary of State. This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i> .	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. Update your record in NMLS no more than 10 days after a change to a licensee's principal location address	NMLS
<input type="checkbox"/>	Change of Main Address: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Lease: Submit a copy of the fully executed lease.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Return Original License: Company is required to return its current original license to this agency.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Change of Branch Locations: Submit an up to date list of branch locations that will conduct mortgage servicing activity related to mortgage loans secured by real property located in Nevada. The list should include the name and contact information for the branch manager, new office location address (& old address to be replaced or removed), phone, fax, & email.	Mail to NV Division of Mortgage Lending Licensing Office

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>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. 30 days must be provided for this change.</p> <p>Supplemental Mortgage Servicer Licensees are prohibited from using more than one trade name, fictitious name, or DBA for each license obtained.</p> <p>Nevada requires a separate license for each Other Trade Name added. When adding an Other Trade Name, licensee must apply for a separate Supplemental Mortgage Servicer License-Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Addition of Other Trade Name \$50 per license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Upload the Trade Name/Assumed Name Registration Certificate regarding ability to do business under that trade name.</p> <p>This document should be named <i>[State-License Type] Trade Name / Assumed Name</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Surety Bond Rider: Upload and mail an original company surety bond rider (or new bond if applicable) that reflects the entity's new other trade name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p> <p>This document should be named <i>[License Type] [Effective Date] Surety Bond Rider</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>AND</p> <p>Mail to NV Division of Mortgage Lending Licensing Office</p>
<input type="checkbox"/>	<p>Return Original License: Company is required to return its current original license to this agency.</p>	<p>Mail to NV Division of Mortgage Lending Licensing Office</p>

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Company Form (MU1) in NMLS. 30 days must be provided for this change.</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p>Nevada requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, licensee must request to surrender the appropriate Supplemental Mortgage Servicer License-Other Trade Name # license. This surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Deletion of Other Trade Name \$50 per license.</p> <p>Fees collected are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Remove the uploaded Trade Name/Assumed Name Registration Certificate related to the removed Other Trade Name.</p>	<p>Remove the Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Surety Bond Rider: Upload and mail an original company surety bond rider (or new bond if applicable) that reflects the removal of the entity's other trade name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p> <p>This document should be named <i>[License Type] [Effective Date] Surety Bond Rider</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>AND</p> <p>Mail to NV Division of Mortgage Lending Licensing Office</p>
<input type="checkbox"/>	<p>Return Original License: Company is required to return its current original license to this agency.</p>	<p>Mail to NV Division of Mortgage Lending Licensing Office</p>

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License Change of Legal Status Amendment Items	Submitted via...
Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).		
<input type="checkbox"/>	Change of Legal Status: Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. 30 days must be provided for this change.	NMLS
<input type="checkbox"/>	Change of Legal Status: \$50 per license (If a new hard copy license is issued) Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	Return Original License: Company is required to return its current original license to this agency.	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	Formation/Conversation Document: Submit copies of the new formation documents or conversion documents. This document should be named <i>Formation Documentation [Date of Creation (MM-DD-YYYY)]</i> .	Upload in NMLS: under <u>Formation Document</u> ” in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License Change of Control	Submitted via...
<input type="checkbox"/>	<p>Change of Control or Ownership: Submit an ACN through the Company (MU1) form in NMLS at least 30 days before any transfer, sale or conveyance of ownership interest that will result in a cumulative transfer of 25% or more of the licensee's ownership.</p> <p>Note: All changes in Direct Owners/Executive Officers must be entered in the <i>Direct Owners and Executive Officers</i> section of the Company Form (MU1). All changes in Indirect Owners must be entered in the <i>Indirect Owners</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Details of Change: Submit a written request on company letterhead providing details of the change of control.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Change in Control or Ownership Fee: \$500</p> <p>Fees collected are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control 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.</p>	NMLS
<input type="checkbox"/>	<p>Background Check/Fingerprint Card: (For new control persons or qualified employees) All new Control Persons, including any new Qualified Employee, are required to authorize a background investigation. Each new Control Person must submit a fingerprint card and a NV Civil Applicant Waiver.</p> <p>Click here to download the NV Civil Applicant Waiver form.</p>	Mail to NV Division of Mortgage Lending Licensing Office

NMLS ID Number	
Licensee Legal Name	

Complete	NV Supplemental Mortgage Servicer License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS. If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Note: A Qualified Employee must (a) have at least 2 years of verifiable experience in the business of servicing mortgage loans within the immediately preceding 5 years (Resume and W-2s or 1099s required), (b) be designated by the licensee to act on behalf of the licensee and to supervise and control the conduct of the business of the licensee at only one location, (c) be employed and present at the location, and (d) have submitted to and successfully passed a background investigation.</p>	NMLS
Note	Change of Qualifying Individual: \$0 per license	N/A
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control 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.</p>	NMLS
<input type="checkbox"/>	<p>Qualifying Individual Resume/W-2s: Submit a resume and copies of W-2s or 1099s demonstrating the required experience.</p>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<p>Background Check/Fingerprint Card: (For new control persons or qualified employees) All new Control Persons, including any new Qualified Employee, are required to authorize a background investigation. Each new Control Person must submit a fingerprint card and a NV Civil Applicant Waiver.</p> <p>Click here to download the NV Civil Applicant Waiver form.</p>	Mail to NV Division of Mortgage Lending Licensing Office

Complete	NV Supplemental Mortgage Servicer License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	NMLS

Complete	NV Supplemental Mortgage Servicer License 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).
<input type="checkbox"/>	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. You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You must also upload a document (PDF) related to the explanation. See the Company Disclosure Explanations Quick Guide for instructions.	NMLS