



Amendments Jurisdiction-Specific Requirements



ILLINOIS MORTGAGE LOAN ORIGINATOR LICENSE

This document includes instructions and requirements for amendments made on the Individual (MU4) Form.

Instructions

1. Use the checklist below to complete all requirements for your request. Be sure to attest to and submit your filing in NMLS and pay all associated fees for the application to be properly submitted.
2. The agency will review the filing and all documentation and communicate any updates or additional requirements in NMLS.
3. **Fees collected through the NMLS ARE NOT REFUNDABLE.**

Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	EMAILED TO IDFPR	ITEM
INFORMATION FILED IN NMLS		
<input type="checkbox"/>	N/A	<p>Disclosure Questions: Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure questions and upload a copy of any applicable orders or documents.</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>
<input type="checkbox"/>	N/A	<p>Residence Change: If changing residence, update the Residential History section and the mailing address listed in the Identifying Information section of the Individual (MU4) Form.</p>
<input type="checkbox"/>	N/A	<p>Name Change: When changing your name (divorce, marriage, legal name change) you must file an amendment with NMLS.</p>
DOCUMENTS EMAILED TO IDFPR		
N/A	<input type="checkbox"/>	<p>Legal Documents (For change of name only) – Provide a copy of the appropriate legal document which supports the name change (e.g.: marriage certificate, divorce decree). Email the documents to FPR.LoanOriginator@Illinois.gov.</p>
FILED IN NMLS	EMAILED TO IDFPR	CHANGE OF EMPLOYMENT
INFORMATION FILED IN NMLS		
<input type="checkbox"/>	N/A	<p>Terminate Relationship: Terminate the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the Removing Access and Ending a Relationship Quick Guide.</p>
<input type="checkbox"/>	N/A	<p>Employment History: Update the Employment History section of the Individual (MU4) Form.</p>
<input type="checkbox"/>	N/A	<p>Confirm Email Address: Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section (MU4)

<input type="checkbox"/>	N/A	<p>Grant Company Access: Grant your new employer access to your NMLS record, so a new relationship/sponsorship can be created. For instructions on completing this action, see the Providing Access to a Company Quick Guide.</p>
<input type="checkbox"/>	N/A	<p>Request Sponsorship (New Employer): Your new employer is required to submit a “Sponsorship” request to this agency.</p> <p>Your license status will be updated once we receive a “Sponsorship” request from your new employer and it has been approved (IDFPR and NMLS will assess their respective fees for this filing).</p> <p>You are not authorized to conduct business until the sponsorship request from your new employer is approved by IDFPR.</p>

WHO TO CONTACT – Contact IDFPR licensing staff by phone at 844-768-1713 or send your questions via e-mail to FPR.LoanOriginator@Illinois.gov for additional assistance.

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