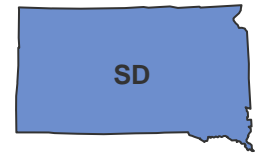




Amendments
Jurisdiction-Specific Requirements



SOUTH DAKOTA MORTGAGE LENDER LICENSE

Instructions

1. File all amendments through NMLS.
2. The following amendment require instructions or items sent outside the NMLS:
 - Change of Address
 - Change of Name
 - Change of Ownership
 - Change of Control Person
 - Change of Qualifying Individual
 - DBA addition

(Check all of the above that apply)
3. A Qualifying Individual (QI) with two years of experience is required. Use the QI section of the NMLS Form MU1 to identify the new QI. A Form MU2 will then be generated requiring completion of biographical information for the QI.
4. All Control Persons and Qualifying Individuals will be required to complete a State and National criminal background check using fingerprint cards provided by the South Dakota Division of Banking.
5. South Dakota does not currently charge fees for amendments.
6. Jurisdiction-specific requirements should be completed first as identified on the checklist below 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:

For U.S. Postal Service and Overnight Delivery:

*South Dakota Division of Banking
Licensing Unit
217 ½ W Missouri Avenue
Pierre, SD 57501*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER. (For change of address or change of name only) - Submit the Surety Bond Rider that reflects the change of address, change of name, or addition of new trade name.
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. (For change of address or change of name only) - Return the original license as issued by the South Dakota Division of Banking.
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION. Provide copy of Certificate of Authority or Trade Name Registration issued by the South Dakota Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN OWNERSHIP or CHANGE IN CONTROL - Provide certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.
<input type="checkbox"/>	<input type="checkbox"/>	FINGERPRINT CARDS (Addition of Control Persons or QI). Fingerprint cards will be sent to the disclosed contact person at the address provided. For each Control Person and/or Qualifying Individual, complete one FBI Fingerprint card and one SD DCI card with release form.
<input type="checkbox"/>	<input type="checkbox"/>	PAYMENT FOR BACKGROUND CHECK. The cost of a criminal history background check is a non-refundable \$43.25 fee. Provide a check or money order payable to the SD Division of Criminal Investigation. A separate check must be submitted for each new Control Person and Qualifying Individual.
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF EXPERIENCE: A new Qualifying Individual must show proof of two years of mortgage related experience. Satisfactory proof of experience includes: 1. Valid copies of W-2 or 1099 tax forms verifying employment; or 2. Valid copies of form 1120, 1120S, or 1065 tax returns signed by the broker or manager as owner of the business; and 3. A signed letter from the lender or broker who employed the applicant, on the lender or broker's letterhead, identifying the applicant's job duties and verifying that the individual has competently performed his or her duties for the required time period; or 4. Such other information that the director finds satisfactory to verify that an applicant has satisfied the experience requirement in SDCL 54-14-22 .
<input type="checkbox"/>	<input type="checkbox"/>	FORM MU2 FOR ANY CHANGE IN CONTROL PERSON OR MANAGER. A change in any Control person or a change in any person designated as a Qualified Individual of a licensed entity must be reported as an Amendment on the Form MU1 filing with a new Form MU2 submitted through the NMLS.

<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Qualifying Individual.
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WHO TO CONTACT – Contact South Dakota Division of Banking licensing staff by phone at 605-773-3421 or send your questions via e-mail to drr.banking.info@state.sd.us 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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.