Nebraska Department of Banking and Finance
APPLICATION FOR TEMPORARY OFFICE RELOCATION DUE TO HEALTH QUARANTINE
Mortgage Loan Originators and Processors/Underwriters

Name of Mortgage Banker & NMLS#: ____________________________________________

Name (non-MLO) or NMLS# (if MLO)  Current Location’s NMLS#  Temp. Work Location  Est. Length of Relocation
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Attached additional sheets as necessary.

Entity Authorization:

By (Signature): ____________________________
Printed Name: ____________________________ NMLS# (if applicable): ______________
Title: ____________________________ Date: ____________________________

Submit this form to the Nebraska Department of Banking and Finance at dob.mortgage@nebraska.gov.
Put your entity’s name, NMLS#, and the words “Temporary Branch Relocation” in the subject line. A
response will be given from the Department as soon as possible.

Per Nebraska statutes, all residential mortgage loan activity must take place at a licensed location. This
includes MLO, processing, and underwriting activity. Use this form for all MLOs, processors, and
underwriters who will temporarily work from a non-licensed main or branch location. If this form does
not accommodate the type of office relocation taking place for an entity (mass displacement), contact
the Department with as much information as possible about the entity’s situation at
dob.mortgage@nebraska.gov.

If your entity has not done so already, submit to the Department a copy of your entity’s temporary work
location policies. All supervision and data security policies and procedures must be followed at any
temporary work location.

Date Received: ___________ NDBF Approval: ___________ Date: ___________

Adopted 03/2020