## Broker of Record (BOR) Change Work Flow Start Licensee Licensee requests Broker receives email Licensee Accepts BOR of Record change by notification of change? contacting surety pending BOR company change Done via email/phone call outside of NMLS Yes New BOR is able Surety Company to manage bond receives notification of Decline Old BOR has read-Creates/submits only access to the **Broker of Record** Surety Company complete history of (BOR) change\* the bond prior to the BOR change New BOR and New BOR has the State authorization must old BOR receive applicable state notification of be identified on the authorizations? BOR changes cannot company profile AND change the association with the be reported for outgoing BORs with surety company - Old BOR is known as bonds pending action Surety company **Outgoing BOR** must manage bond - New BOR is known as until applicable Incoming BOR state authorization is identified in NMLS