



**John Bel Edwards**  
Governor

STATE OF LOUISIANA  
OFFICE OF FINANCIAL INSTITUTIONS  
BATON ROUGE, LOUISIANA



**John Ducrest, CPA**  
Commissioner

**July 24, 2020**

**Emergency Declaration by Commissioner of Financial Institutions  
for Residential Mortgage Lenders, Brokers, Servicers and Originators**

A statewide public health emergency has been declared by Governor Edwards' in the State of Louisiana as a result of the imminent threat posed to Louisiana citizens by coronavirus disease 2019 (COVID-19). The State of Louisiana has reason to believe that COVID-19 may be spread within the population by various means of exposure, therefore posing a high probability of widespread exposure and a significant risk of substantial future harm to a large number of Louisiana citizens. To help minimize this risk, Governor Edwards' continues to issue Proclamations relating to a Public Health Emergency for COVID-19, which are available to the public and can be viewed on the Office of the Governor website by clicking [here](#).

Pursuant to the powers vested in me by the provisions of LSA R.S. 6:121.6 to carry out the duties of this Office, and, as a result of the serious and continuing concerns relating to COVID-19, which may threaten the lives and property of the residents and businesses in the State of Louisiana, I hereby deem these conditions to create a state of emergency relative to non-depository entities in general, and their employees, and their customers, and therefore issue this emergency declaration relative to non-depository entities operating in the State of Louisiana.

**Locations and Mortgage Loan Originator Information**

As a result of this state of emergency, I hereby grant licensees in the State of Louisiana the authority to temporarily close licensed locations located within the state or to temporarily close and/or relocate some or all of the operations, services, and products of a closed location to another location or locations within the state and to allow licensed mortgage loan originators to work from home, whether located in State of Louisiana or another state, even if the home is not registered with this office.

**General Guidelines**

Any licensee whose business is materially affected or interrupted by this public health emergency should contact the Office of Financial Institutions (OFI) as soon as possible with information regarding your temporary relocation.

In order to assist you and your company, please provide contact information that this office can relay to your customers who may inquire with this office during this time-frame of business interruption.

You may contact OFI via toll free telephone: 1-888-525-9414 or Fax: 225-925-4524 or email: ([ofiland@ofi.la.gov](mailto:ofiland@ofi.la.gov) or [ofilicensing@ofi.la.gov](mailto:ofilicensing@ofi.la.gov)).

**In order to avoid inadvertent payments of otherwise required fees**, you should submit the temporary changes as instructed below and **not** utilize the Nationwide Multi-State Licensing System for submitting location changes and temporary relocations that are **only** a direct result of the declared emergency.

### **Temporary Location Changes**

The required prior written notice for changes in location and/or to relocate some or all of the operations, services, and products of a temporarily closed location to another location or locations within the state is hereby waived for locations in the State of Louisiana or in another state licensed by this office. The change of location fee will be considered for waivers on a case-by-case basis for locations of entities materially affected or interrupted in this emergency situation, provided, the following information is submitted to the Office of Financial Institutions in writing by email ([ofiland@ofi.la.gov](mailto:ofiland@ofi.la.gov) or [ofilicensing@ofi.la.gov](mailto:ofilicensing@ofi.la.gov)), U.S. mail, facsimile, or courier. **Do not submit this information to the Nationwide Multi-State Licensing System** until you are notified by our licensing section to do so.

1. Name/physical address of the closed location
2. Name/physical address/telephone number/other contact information of the new location
3. Name/contact information of person at the new location
4. Such other information as the Commissioner may request

### **Nationwide Multi-State Licensing System**

**If a licensee is not materially affected or interrupted by this emergency**, the licensee should continue to utilize the Nationwide Multi-State Licensing System for all filings.

### **Effective Term of Declaration**

Effective immediately, this Order will remain in effect as long as there is a public health emergency relating to COVID-19, as declared by Governor Edwards of the State of Louisiana, or until rescinded or replaced.

Declared and issued this 24<sup>th</sup> day of July 2020.



John Ducrest, CPA Commissioner  
Office of Financial Institutions