



INDIVIDUAL - DO NOT RENEW

Each individual mortgage loan originator (MLO) must renew their license in NMLS between November 1st and December 31st of each year. If there are licenses you do not wish to renew in NMLS, follow the steps below.

Do Not Renew Workflow

1. From the NMLS Resource Center, click the [Log in to NMLS](#) button.
2. Click the **Renewals** tab.
3. Click the **Do Not Renew** button.

Renewals Home HELP ?

Select this option if you need to attest for renewal to allow your company to pay for your renewal request.

Select this option to submit and pay for your renewal request.

3 Select this option to notify your regulator that you do not intend to renew one or more of your licenses/registrations.

4. Review licenses are eligible/ineligible and select the **checkbox** next to the licenses you do not want to renew.
5. Click the **Apply** button.

LICENSES/REGISTRATIONS ELIGIBLE FOR RENEWAL

4

Regulator	License Name	License Status	CBC Required	Credit Report Required	Other Renewal Requirements
Florida	Mortgage Loan Originator License	Approved	Y	N	Y
Massachusetts	Mortgage Loan Originator	Approved	Y	N	N

0 LICENSE(S)/REGISTRATION(S) NOT ELIGIBLE FOR RENEWAL
The list below displays the licenses/registrations you hold that are not available for renewal at this time with the reason it is unavailable for renewal. If there are any licenses/registrations below which you do not intend to renew, select the checkbox for the license/registration and click **Apply**.
No licenses/registrations are considered not eligible for renewal at this time.

0 LICENSE(S)/REGISTRATION(S) ALREADY SUBMITTED FOR RENEWAL

5

6. A confirmation page displays indicating that you do not wish to renew the selected licenses. Your regulator may require you to take further action if you do not intend to renew your license. Consult the Surrender Checklist on the [State Licensing Requirements](#) page on the NMLS Resource Center for additional information.

Recalling a Do Not Renew Request

1. From the NMLS Resource Center, click the [Log in to NMLS](#) button.
1. Click the **Renewals** tab.
2. Click the **Recall List** link on the left navigation panel.
3. Select the license you wish to recall from the Do Not Renew status by checking the box under the **Recall**  icon.
4. Click the **Apply Selections** button.
5. The license will be returned to the License(s)/Registration(s) Eligible for Renewal or Not Eligible for Renewal. Both of these sections can be accessed through the Renewals Home page.

For additional navigational assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).