INDIVIDUAL LICENSE SURRENDER REQUESTS

This Quick Guide is intended for state licensing purposes.

The following steps will walk you through the process of surrendering your license or withdrawing your license application if you have determined you wish to do so. Before a surrender request is submitted through NMLS, it is important that you consult the state specific checklists on the NMLS Resource Center to determine your state’s requirements.

To surrender your license or withdraw your license request in NMLS, follow the steps below:

1. Log in to your NMLS Account.
2. Click the Filing tab.
3. Click Individual from the sub-menu.
4. Click the Request New/Update button.

   NOTE: If you do not see the Request New/Update button, you may already have a pending filing and you will need to click the Edit button to continue editing your Individual (MU4) Form or Delete button to delete the pending filing.

5. In the License/Registration section, click the Surrender or Withdraw button under Available Actions for the license you wish to surrender or withdraw.
6. Review the sections of the filing on the left navigation panel for any other changes that need to be made.
7. Proceed to the Attest and Submit section to submit the filing.

   NOTE: The filing must be submitted before the surrender or withdraw request will be received by your state regulator. You can confirm the new status of your license under the License/Registration List in the Composite View tab.

8. Send in any documentation required by your state agency listed on the Surrender Checklist.
9. The state regulator will review your request and communicate with you or update the status of your license once their review is complete.

If you need additional assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).