



## 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).