**Instructions**

1. Licensee must notify the State Banking Department of Alabama through the NMLS within 15 days of terminating business under this license.
2. Be sure to review the Completeness Check in the NMLS and complete the attestation or your surrender request will not be submitted to the Department.
3. The licensee must submit any documents required on the checklist below with this checklist within 5 business days of the electronic submission of your surrender through the NMLS at the following:

   - **For U.S. Postal Service:**
     State Banking Department of Alabama  
     Bureau of Loans  
     P. O. Box 4600  
     Montgomery, AL 36103-4600

   - **For Overnight Delivery:**
     State Banking Department of Alabama  
     Bureau of Loans  
     401 Adams Avenue  
     Suite 680  
     Montgomery, AL 36104

NMLS Unique ID Number:  
Alabama License Number:  
Licensee Legal Name:  

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<thead>
<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>ITEM</th>
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<tr>
<td>☐</td>
<td>☐</td>
<td>LICENSE. Enclose the original license as issued by the State Banking Department of Alabama. If the license has been lost or misplaced, provide an attestation to that affect.</td>
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<td>STATE BANKING DEPARTMENT NOTIFICATION FORM: This form can be found by clicking here.</td>
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**WHO TO CONTACT** – Contact the State Banking Department mortgage licensing staff by phone at 334-242-3452 or send your questions via e-mail to hillary.brooks@banking.alabama.gov for additional assistance.

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THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

Updated: 8-21-2009