



Surrender of License Agency-Specific Requirements



HAWAII MORTGAGE LOAN ORIGINATOR COMPANY BRANCH LICENSE

Instructions

The Hawaii Division of Financial Institutions (“DFI”) requires **pre-notification** of at least 30 days when the surrendering a Mortgage Loan Originator Company Branch license. This notification must be sent outside NMLS to DFI at least 30 days prior to the request being made in NMLS. If a pre-notification is not received by DFI prior to submitting a surrender request in NMLS, the commissioner may impose a fine. See Section 454F-12(b), Hawaii Revised Statutes.
<http://hawaii.gov/dcca/dfi/hrs>

1. A licensee is required to submit to DFI a written notice of surrender (Refer to check list)
2. DFI will notify you when you’re authorized to make the changes in NMLS.
3. When DFI receives the change request in NMLS, the branch license status will change to “Terminated-Surrendered/Cancelled”.
4. There is no fee to surrender.

For U.S. Postal Service:

Division of Financial Institution
Department of Commerce and Consumer Affairs
P.O. Box 2054
Honolulu, HI 96805

For Overnight Delivery:

Division of Financial Institution
Department of Commerce and Consumer Affairs
King Kalakaua Building
335 Merchant Street, Rm. 221
Honolulu, HI 96813

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	HAWAII MORTGAGE LOAN ORIGINATOR COMPANY BRANCH LICENSE
Surrender of License (Must notify DFI prior to surrendering license on NMLS)		
<input type="checkbox"/>	N/A	Written notice of surrender which shall include: <ul style="list-style-type: none">• The intended date of closing/surrender• Specify the reason for closing/surrender

WHO TO CONTACT – Contact DFI MLO licensing staff by phone at (808) 586-2820 or send your questions via e-mail to dfi-nmls@dcca.hawaii.gov for additional assistance.

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