



## Surrender of License Agency-Specific Requirements



### HI SOLE PROPRIETOR MORTGAGE LOAN ORIGINATOR LICENSE

#### Instructions

Notify the Hawaii Division of Financial Institutions (“DFI”) through NMLS when surrendering a sole proprietor mortgage loan originator license.

1. Review and ensure your NMLS record contains up-to-date information.
2. File the surrender request through the NMLS.
3. Send nothing to the DFI for surrender. We may request additional information upon review of your surrender; watch your e-mail for such requests.
4. Upon completing our review, your license status will be changed in NMLS to “Terminated-Surrendered/Cancelled”.
5. There is no fee to surrender.

*For U.S. Postal Service:*

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

*For Overnight Delivery:*

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

**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](mailto: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.