



# IL Additional Full Service Office License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)

## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact Illinois Department of Financial and Professional Regulation (IDFPR) licensing staff by phone at (844)-768-1713 or send your questions via email to [FPR.mortgagelicensing@illinois.gov](mailto:FPR.mortgagelicensing@illinois.gov) for additional assistance.

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

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	IL Additional Full Service Office License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>