MN Mortgage Loan Originator License
Surrender Checklist (Individual)

CHECKLIST SECTIONS

- General Information
- Requirements Completed in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Instruction
1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Make sure that your NMLS record contains up-to-date contact information.
4. Send nothing to Minnesota Department of Commerce for surrender.

Help Resources
- Individual License Surrender Requests Quick Guide
- License Status Review & Definitions Quick Guide

Agency Contact Information
Contact Financial Institutions licensing staff by phone at (651) 539-1570 or send your questions via email to mortgage.commerce@state.mn.us for additional assistance.

For U.S. Postal Service and Overnight Delivery:
Department of Commerce
Financial Institutions Division
85 7th Place East
Suite 280
St. Paul, MN 55101

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.
**REQUIREMENTS COMPLETED IN NMLS**

<table>
<thead>
<tr>
<th>Complete</th>
<th>MN Mortgage Loan Originator License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Submission of Surrender Request through Individual Form (MU4): Request the surrender of the license through the submission of the Individual Form (MU4). See the <a href="#">Individual License Surrender Requests Quick Guide</a> for instructions.</td>
<td>NMLS</td>
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**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

<table>
<thead>
<tr>
<th>Complete</th>
<th>MN Mortgage Loan Originator</th>
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<tbody>
<tr>
<td></td>
<td>No items are required to be submitted outside of NMLS for this license/registration at this time.</td>
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