



Surrender Checklist

Agency Requirements



MISSOURI IN-STATE BRANCH LICENSE

Instructions

1. File a surrender request through the NMLS.
2. Submit the documents required on the checklist below to the Missouri Division of Finance.
3. Once the surrender request is granted, all sponsored MLOs will go into an approved-inactive status.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	N/A	N/A	REQUEST SURRENDER: File a surrender request through NMLS for your Missouri branch license.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	LICENSE & LETTER: Return the current hardcopy license issued by the Missouri Division of Finance within 10 days of requesting surrender. In addition, submit a letter stating a plan for withdrawal from business at the location and the place where records will be maintained.

Agency specific requirements marked **Attached** on the checklist below should be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Missouri Division of Finance
Mortgage Licensing Section
PO Box 716
Jefferson City, Missouri 65102-0716

For Overnight Delivery:

Missouri Division of Finance
Mortgage Licensing Section
301 W High Street, Room 630
Jefferson City, Missouri 65101

WHO TO CONTACT – Missouri Division of Finance mortgage licensing staff by phone at (573) 751-4243 or send your questions via e-mail to becky.litfin@dof.mo.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.