



# Surrender Checklist

Agency Requirements



## MISSOURI OUT OF STATE BRANCH REGISTRATION

### Instructions

1. File a surrender request through the NMLS.
2. Submit the document(s) 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	<b>REQUEST SURRENDER:</b> File a surrender request through NMLS for your Missouri branch registration.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>LETTER:</b> 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](mailto: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.