Instructions

1. File the surrender request through the NMLS.

2. There is no fee to surrender.

3. Montana law requires that consumer loan records be kept for 2 years after making the final entry on any loan recorded in the records.

4. The entity must notify the Montana Division of Banking and Financial Institutions of the physical location where the records will be preserved and designate a custodian of records who shall preserve the records and allow the Division access for examination and investigation.

5. The Montana Division of Banking and Financial Institutions may refuse to accept a voluntary surrender until the entity has complied with the above conditions.

You must email or mail the checklist below along with attached documents, if any, within 5 business days to the following address:

For U.S. Postal Service:
Division of Banking and Financial Institutions
Consumer Loan Licensing
P.O. Box 200546
Helena, MT 59620-0546
mortgagelicensing@mt.gov

For Overnight Delivery:
Division of Banking and Financial Institutions
Consumer Loan Licensing
301 S. Park Ave, Suite 316
Helena, MT 59601
mortgagelicensing@mt.gov

WHO TO CONTACT – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to mortgagelicensing@mt.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.

Updated: August 31, 2015