PR 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. The licensee must submit any documents required on the checklist below with this checklist within 5 business days of the electronic submission of your surrender through the NMLS.

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

Agency Contact Information
Contact Regulation and Licensing Division staff by phone at (787) 723-3131 ext. 2214 or 2197 or send your questions via email to reglamentacion@ocif.pr.gov for additional assistance.

For U.S. Postal Service:
COMMISSIONER OF FINANCIAL INSTITUTIONS
REGULATION AND LICENSING DIVISION
PO BOX 11855
SAN JUAN, PR 00910-3855

For Overnight Delivery:
COMMISSIONER OF FINANCIAL INSTITUTIONS
REGULATION AND LICENSING DIVISION
1492 PONCE DE LEON AVE. SUITE 600
CENTRO EUROPA BLDG.
SAN JUAN, PR 00907

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.
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