VA Branch License Surrender Checklist (Branch)

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

GENERAL INFORMATION

Instruction
1. File the surrender request through the Branch Form (MU3) in NMLS within 10 days of terminating Virginia business at the authorized location.
2. There is no fee to surrender.

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

Agency Contact Information
Contact the Virginia Bureau of Financial Institutions’ Administration and Licensing Section staff by phone at (804) 371-9690 or send your questions via email to mortgagelicensing@scc.virginia.gov.

For U.S. Postal Service:
Bureau of Financial Institutions Administration and Licensing Section
PO Box 640
Richmond, VA 23218-0640

For Overnight Delivery:
Bureau of Financial Institutions Administration and Licensing Section
1300 E. Main Street, Suite 800
Richmond, VA 23219

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>VA Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Submission of Surrender Request through Branch Form (MU3):</strong> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>VA Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No items are required to be submitted outside of NMLS for this license/registration at this time.</td>
</tr>
</tbody>
</table>