



CT Loan Processor/Underwriter License Surrender Checklist (Individual)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. Notification of license surrender must be made through the NMLS.
2. Either the Loan Processor/Underwriter (LPUW) or the company who sponsored the LPUW can give notification of license surrender through the NMLS.
3. The license of a LPUW is not effective if the LPUW is not sponsored by a Connecticut licensed Mortgage Lender, Mortgage Correspondent Lender, Mortgage Broker or an Exempt Registrant.
4. The license of a LPUW sponsored by a company who has surrendered its license will be reclassified as "Approved-Inactive" as of the license surrender date. You do not have the authority to conduct loan processing/underwriting activity under the "Approved-Inactive" license status.
5. No surrender shall be effective until accepted by the commissioner.
6. Connecticut does not charge fees for license surrender.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact Consumer Credit licensing staff by phone at (860)240-8225 or send your questions via email to dob.ccl@ct.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Connecticut Department of Banking
Consumer Credit
260 Constitution Plaza
Hartford, CT 06103-1800*

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REQUIREMENTS COMPLETED IN NMLS		
Complete	CT Loan Processor/Underwriter License (Individual)	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request: Request the surrender of the license through the submission of the Individual Form (MU4). See the Individual License Surrender Requests Quick Guide for instructions.	NMLS

No items are required to be submitted outside of NMLS for this license/registration surrender.