



**Surrender**  
Jurisdiction-Specific Requirements



**IDAHO EXEMPT ENTITY BRANCH REGISTRATION**

**Instructions**

1. Registrant must notify the Idaho Department of Finance through the NMLS within three (3) days of terminating business under this registration by submitting a surrender request through NMLS.
2. Idaho does not charge fees for registration surrender.
3. Loan Originators affiliated with the physical business address of this surrendered branch registration must file an amended Form MU4 to affiliate with a current Idaho registered location of the registrant as of the date of the branch registration surrender or they will be placed into an "Approved-Inactive" status.
4. The registrant 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 at the following:

For U.S. Postal Service:

*Idaho Department of Finance  
Consumer Finance Bureau  
PO Box 83720  
Boise, ID 83720-0031*

For Overnight Delivery:

*Idaho Department of Finance  
Consumer Finance Bureau  
800 Park Blvd., Ste 200  
Boise, ID 83712*

NMLS Unique ID Number: \_\_\_\_\_

Licensee Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>RECORD STORAGE.</b> Confirm record storage information. Provide storage facility name, physical address, contact information, and phone number(s).
<input type="checkbox"/>	<input type="checkbox"/>	<b>IDAHO PIPELINE OF BUSINESS.</b> Provide a detailed written explanation as to the disposition/distribution/assignment of Idaho mortgage loan applications for which entity was performing contract mortgage loan processing or contract mortgage underwriting services. Include name of company, contact person, physical address and phone number(s) applications assigned to, as well as borrower names, property address and application/loan status.

**WHO TO CONTACT** – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to [mortgage@finance.idaho.gov](mailto:mortgage@finance.idaho.gov) for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.