



**Surrender Checklist**  
Jurisdiction-Specific Requirements



**KENTUCKY MORTGAGE COMPANY LICENSE (BRANCH)**

**Instructions**

1. File the surrender request through the NMLS.
2. There is no fee to surrender.
3. Send the original license certificate to Kentucky for surrender; along with written notification as the file storage location for record retention purposes. We may request additional information upon review of your surrender; watch your e-mail for such requests.

*For U.S. Postal Service and Overnight Delivery:*

Office of Financial Institutions  
1025 Capital Center Drive, Suite 200  
Frankfort, KY 40601

**WHO TO CONTACT** – Contact Department of Financial Institutions licensing staff by phone at (800) 223-2579 ext. 255 or send your questions via e-mail to [Fitzgerald.Pam@ky.gov](mailto:Fitzgerald.Pam@ky.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.