



## Surrender Checklist

Jurisdiction-Specific Requirements



### MORTGAGE BRANCH LICENSE

#### Instructions

1. File the surrender request through the NMLS.
2. MS Licensed Loan originators sponsored and assigned to this branch location must either surrender their Loan Originator License or change the Employment Address on their MU4 to reflect a licensed branch location. Please note that there is a 125 mileage requirement for a licensed loan originator from their residency to their employment address.
3. There is no fee to surrender.
4. Send nothing to Mississippi for surrender. We may request additional information upon review of your surrender; watch your e-mail for such requests.

*For U.S. Postal Service:*

*Mississippi Department of Banking and Consumer  
Finance  
Attn: Mortgage Division  
PO Box 23729  
Jackson, MS 39225-3729*

*For Overnight Delivery:*

*Mississippi Department of Banking and  
Consumer Finance  
Attn: Mortgage Division  
501 N West Street  
901A Woolfolk Building  
Jackson, MS 39201*

**WHO TO CONTACT – For licensing questions, please** contact the Mortgage Division licensing staff by phone at 1-800-844-2499 or send your questions via e-mail to [tricia.knighton@dbcf.ms.gov](mailto:tricia.knighton@dbcf.ms.gov) for additional assistance. For website questions, please contact the NMLS Call Center at 240-386-4444.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.