



# Surrender Jurisdiction-Specific Requirements



## OKLAHOMA MORTGAGE BROKER BRANCH LICENSE

### Instructions

1. Licensee must notify the Oklahoma Department of Consumer Credit outside NMLS 30 days prior to termination business under this license.
2. Surrender of the license must be done through NMLS once the 30 day pre-notification requirement is met.
3. Mortgage Loan Originators sponsored by this licensee will be moved into an "Approved-Inactive" status as of the date of surrender of the company license and their licenses must be returned to the Department of Consumer Credit.
4. The licensee 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:

Oklahoma Department of Consumer Credit  
Licensing  
3613 N.W. 56<sup>th</sup>, Suite 240  
Oklahoma City, OK 73112-4512

For Overnight Delivery:

Oklahoma Department of Consumer Credit  
Licensing  
3613 N.W. 56<sup>th</sup>, Suite 240  
Oklahoma City, OK 73112-4512

Oklahoma MBB License # \_\_\_\_\_

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>LICENSE.</b> Enclose the original license as issued by the Oklahoma Department of Consumer Credit along with a letter stating reason for surrender and where all records will be kept with contact information. If the license has been lost or misplaced, provide an attestation to that affect.
<input type="checkbox"/>	<input type="checkbox"/>	<b>LOAN ORIGINATOR LICENSES.</b> All originator licenses must be returned to the Department with a letter stating reason for surrender and last date of employment.

**WHO TO CONTACT** – Contact Oklahoma Department of Consumer Credit licensing staff by phone at (405) 521-3653 or send your questions via e-mail to [okstate@okdocc.state.ok.us](mailto:okstate@okdocc.state.ok.us) 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.