



**Surrender**  
Jurisdiction-Specific Requirements



**VERMONT MORTGAGE BROKER LICENSE (BRANCH)**

**Instructions**

1. Licensee must notify the Vermont Banking Division in writing 30 days prior to submitting a request to surrender this license authority through the NMLS.
2. All Authorized Mortgage Brokers sponsored by the licensee and assigned to the surrendered branch license will be terminated.
3. The original Branch Mortgage Broker license certificate for the current calendar year, including the most recently issued Addendum A, must be returned to the Vermont Banking Division, along with this checklist, within 5 business days of electronically submitting the surrender of the license through the NMLS at the following:

For U.S. Postal Service:

*Vermont Department of Banking, Insurance,  
Securities, and Health Care Administration  
Banking Division  
89 Main Street  
Montpelier, VT 05620-3101*

For Overnight Delivery:

*Vermont Department of Banking, Insurance,  
Securities and Health Care Administration  
Banking Division  
89 Main Street, 2<sup>nd</sup> Floor  
Montpelier, VT 05602*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>LICENSE.</b> Enclose the current year original branch mortgage broker license certificate issued by the <i>Vermont Banking Division</i> . If the license certificate has been lost or misplaced, provide a written attestation stating the license certificate has been lost or misplaced. In the event the license certificate is found, it must be immediately returned to the Vermont Banking Division.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ADDENDUM A.</b> Enclose the most recent Addendum A issued by the <i>Vermont Banking Division</i> . If the addendum has been lost or misplaced, provide a written attestation stating the addendum has been lost or misplaced. In the event the addendum certificate is found, it must be immediately returned to the Vermont Banking Division.

**WHO TO CONTACT** – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to [nmls@bishca.state.vt.us](mailto:nmls@bishca.state.vt.us) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR COMPLETING ALL OF THE REQUIREMENTS FOR SURRENDERING A LICENSE. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL,