The following steps will walk you through the process of surrendering your license or withdrawing your license application if you have determined you wish to do so. Before a surrender request is submitted through NMLS, it is important that you consult the Jurisdiction Specific Checklists on the NMLS Resource Center to determine your state’s requirements.

To surrender your license or withdraw your license request in NMLS, follow the steps below:

1. Log into your NMLS Account.
2. Click the Filing tab.
3. Click the appropriate Form (Company (MU1), Branch (MU3) or Individual (MU4).)
4. Select Create New Filing or Request New/Update for an Individual submitting a filing. 
   **NOTE:** If you do not see the “Create New Filing” button, you may already have a pending filing and you will need to select the edit icon to continue editing your MU Form or the red x to delete the pending filing that is outstanding.
5. In the License/Registration section, click the Surrender or Withdraw button under Available Actions for the license you wish to surrender or withdraw.
6. Review the sections of the filing on the left hand navigation panel for any other changes that need to be made.
7. Proceed to the Attest and Submit section and submit the filing.
   **NOTE:** The filing must be submitted before the surrender or withdraw request will be received by your state regulator. You can confirm the new status of your license under the Composite View tab and proceeding to the License/Registration List.
8. Send in any documentation required by your state agency listed on the Surrender Checklist.
9. The state regulator will review your request and communicate with you or update the status of your license once their review is complete.

If you need additional navigational assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).