



## COMPANY LICENSE SURRENDER REQUESTS

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).