Surrender
Jurisdiction-Specific Requirements

ALABAMA MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Licensee must notify the State Banking Department of Alabama through the NMLS within15 days of terminating business under this license.
2. Be sure to review the Completeness Check in the NMLS and complete the attestation or your surrender request will not be submitted to the Department.
3. 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:

State Banking Department of Alabama
Bureau of Loans
P. O. Box 4600
Montgomery, AL 36103-4600

For Overnight Delivery:

State Banking Department of Alabama
Bureau of Loans
401 Adams Avenue
Suite 680
Montgomery, AL 36104

NMLS Unique ID Number: _____

Alabama Mortgage Loan Originator License Number: _____

Licensee Legal Name: _____

Address where your records will be maintained (this should correspond to the address of your most recent employer's address): _____

_____

ATTACHED	NOT APPLICABLE	ITEM
☐	☐	**LICENSE.** Enclose the original license as issued by the State Banking Department of Alabama. If the license has been lost or misplaced, provide an attestation to that affect.
☐	☐	**PRINTED COPY OF THIS FORM:** Send a copy of this form with your original license.

WHO TO CONTACT – Contact the State Banking Department mortgage licensing staff by phone at 334-242-3452 or send your questions via e-mail to diana.anderson@banking.alabama.gov for additional assistance.

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.