



Surrender Checklist
Jurisdiction-Specific Requirements



**CALIFORNIA DRE BROKER OR CORPORATION
BRANCH OFFICE MLO LICENSE ENDORSEMENT**

Instructions

1. Branch office licenses filed with DRE cannot be changed, but are added or cancelled as requested provided the correct documentation is filed with DRE.
2. Branch office license cancellations in NMLS require the licensee to file a surrender request of the branch office license through NMLS.

For U.S. Postal Service:

*Department of Real Estate
Licensing Section-NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008*

For Overnight Delivery:

*Department of Real Estate
Licensing Section-NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815*

WHO TO CONTACT – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

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.