



GA Mortgage Broker/Processor License/Registration Surrender Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Instructions

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Send an email to the Department of Banking and Finance (Department) at dbfmort@dbf.state.ga.us requesting surrender of the license, state the effective date and confirm the location where records will be stored for the five-year retention period.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact NDFI licensing staff by sending an email to dbfmort@dbf.state.ga.us for additional assistance.

*Georgia Department of Banking & Finance
NDFI Division
2990 Brandywine Road, Suite 200
Atlanta, GA 30341-5565*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REQUIREMENTS COMPLETED IN NMLS		
Complete	GA Mortgage Broker/Processor License/Registration	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS
<input type="checkbox"/>	Payment of any outstanding fines or fees. Please check your record for any outstanding agency fee invoices owed to this Department.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	GA Mortgage Broker/Processor License/Registration	Submitted via...
<input type="checkbox"/>	Email to State: This information must be sent outside of NMLS, directly to the Department of using the method indicated. The letter should include the request to surrender your license, state the effective date, and where the records will be stored for the five-year retention period.	Email to GA DBF at dbfmort@dbf.state.ga.us