



## Surrender Checklist

Jurisdiction-Specific Requirements



# LOUISIANA MORTGAGE LOAN ORIGINATOR LICENSE

### Instructions:

1. Request to surrender license must be submitted through the NMLS.
2. There is no fee to surrender a license.
3. Contact information must be updated on the NMLS, including current e-mail address and phone numbers.
4. Cancel your relationship with the company on the NMLS unless you are employed by the company in some capacity other than originator.
5. Update your employment history and E-Mail address
6. Send nothing to OFI pertaining to surrender of your license. We may request additional information upon review of your surrender; watch your e-mail for such requests.

**NOTE: It is extremely important that each originator have their own e-mail address and that all e-mail addresses are current. Notifications of status changes and requests for information will only be sent to you from the NMLS. You are responsible for checking the status of your originator application on the NMLS and reading all e-mails generated by the NMLS and/or OFI.**

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to [nmls@ofi.louisiana.gov](mailto:nmls@ofi.louisiana.gov).

*For U.S. Postal Service:*

*Louisiana Office of Financial Institutions  
Non-depository Division  
Residential Mortgage Lending  
P.O. Box 94095  
Baton Rouge, LA 70804-9095*

*For Overnight Delivery:*

*Louisiana Office of Financial Institutions  
Non-depository Division  
Residential Mortgage Lending  
8660 United Plaza Blvd, 2<sup>nd</sup> Floor  
Baton Rouge, LA 70809*

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.