



# NY Mortgage Loan Originator License Surrender Checklist (Individual)

---

## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Documents listed below must be submitted within five (5) days of the electronic submission of your surrender through NMLS. Originals MUST be mailed to the address listed below and your NMLS Identification Number must be included on every document submitted to the Department.
4. Surrender of your license is not effective until accepted by the Department of Financial Services. You remain responsible for financial obligations incurred prior to the effective date of the surrender.

### Help Resources

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

### Agency Contact Information

Contact New York State Department of Financial Services licensing staff via email to [MLO@dfs.ny.gov](mailto:MLO@dfs.ny.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*New York State Department of Financial Services  
Attention: Mortgage Banking – MLO Application  
Processing Unit  
One State Street  
New York, NY 10004*

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.

**DO NOT SEND THIS CHECKLIST TO THE DEPARTMENT**

REQUIREMENTS COMPLETED IN NMLS		
Complete	NY Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Individual Form (MU4):</b> Request the surrender of the license through the submission of the Individual Form (MU4). See the <a href="#">Individual License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NY Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<b>Cover Letter:</b> All surrender requests must be accompanied by a cover letter signed by the Licensed Mortgage Loan Originator.  This information must be sent outside of NMLS, directly to New York Department of Financial Services using the method indicated.	<b>Mail to NY Department of Financial Services</b>
<input type="checkbox"/>	<b>Original License:</b> Enclose the original license certificate issued by the New York State Department of Financial Services, regardless of whether such certificate has expired.  This information must be sent outside of NMLS, directly to New York Department of Financial Services using the method indicated.	<b>Mail to NY Department of Financial Services</b>