



**Surrender Checklist**  
Jurisdiction-Specific Requirements

**OK-DOCC MORTGAGE LENDER BRANCH LICENSE**

**Instructions**

1. Licensee must notify the Oklahoma Department of Consumer Credit of intent to surrender.
2. Terminate sponsorship of Mortgage Loan Originator(s) associated with the company, if applicable.
3. There is no fee to surrender.
4. The licensee must submit any documents required on this checklist, with this checklist, within 5 business days of the electronic submission of your surrender through NMLS to the following:

*For U.S. Postal Service:*

**Oklahoma Department of Consumer Credit  
Licensing Department  
3613 N.W. 56<sup>th</sup>, Suite 240  
Oklahoma City, OK 73112**

*For Overnight Delivery:*

**Oklahoma Department of Consumer Credit  
Licensing Department  
3613 N.W. 56<sup>th</sup>, Suite 240  
Oklahoma City, OK 73112**

Oklahoma MBB License # \_\_\_\_\_

NMLS Unique Identifier: \_\_\_\_\_

Licensee Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LICENSE:</b> Enclose the original license as issued by the Oklahoma Department of Consumer Credit along with a letter stating reason for surrender and where all records will be kept with contact information. If the license has been lost or misplaced, provide attestation to that effect.

**WHO TO CONTACT** – Contact *Oklahoma Department of Consumer Credit* licensing staff by phone at 405-521-3653 or send your questions via e-mail to [Okstate@okdocc.ok.gov](mailto:Okstate@okdocc.ok.gov) for additional assistance.

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.