



Surrender
Jurisdiction-Specific Requirements



PUERTO RICO MORTGAGE LENDER / SERVICER

Instructions

1. Licensee must notify the OFFICE OF THE COMMISSIONER OF FINANCIAL INSTITUTIONS **30 days** prior to terminating business under this license outside NMLS.
2. Upon surrender, licensee must submit a surrender request through NMLS.
3. The licensee must submit any documents required on the checklist below with this checklist within 5 business days of the electronic submission of your surrender through the NMLS at the following:

For U.S. Postal Service:

COMMISSIONER OF FINANCIAL INSTITUTIONS
REGULATION AND LICENSING DIVISION
PO BOX 11855
SAN JUAN, PR 00910-3855

For Overnight Delivery:

COMMISSIONER OF FINANCIAL
INSTITUTIONS
REGULATION AND LICENSING DIVISION
1492 PONCE DE LEON AVE. SUITE 600
CENTRO EUROPA BLDG.
SAN JUAN, PR 00907

NMLS Unique ID Number: _____

Licensee Legal Name: _____

| ATTACHED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | LICENSE. Enclose the original license as issued by the OFFICE OF THE COMMISSIONER OF FINANCIAL INSTITUTIONS. If the license has been lost or misplaced, provide a sworn statement to that affect. |

WHO TO CONTACT – Contact REGULATION AND LICENSING DIVISION staff by phone at 787-723-8403 or send your questions via e-mail to reglamentacion@ocif.gobierno.pr 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.