



Virginia Mortgage Loan Originator License Surrender Checklist (Individual)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

Help Resources

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

Agency Contact Information

Contact the *Virginia Bureau of Financial Institutions* licensing staff by phone at *(804) 371-9690* or send your questions via email to mortgagelicensing@scc.virginia.gov for additional assistance.

For U.S. Postal Service:

*Virginia Bureau of Financial Institutions
MLO Licensing Unit
P.O. Box 640
Richmond, Virginia 23218-0640*

For Overnight Delivery:

*Virginia Bureau of Financial Institutions
MLO Licensing Unit
1300 E. Main Street, Suite 800
Richmond, Virginia 23219*

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	Virginia Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Individual Form (MU4): Request the surrender of the license through the submission of the Individual Form (MU4). See the Individual License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	Virginia Mortgage Loan Originator License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		