



**Surrender**  
Jurisdiction-Specific Requirements



**WEST VIRGINIA MORTGAGE LENDER BRANCH LICENSES**

**Instructions**

1. Licensee must notify the WV Division of Financial Institutions through the NMLS within 30 days of terminating business at the specific branch or public announcement of the planned termination, whichever is earlier.
2. Mortgage Loan Originators sponsored by this license will be moved to an “Approved –Inactive” status as of the date of surrender of the branch license.

*For U.S. Postal Service:*

*WV Division of Financial Institutions  
Mortgage Division  
900 Pennsylvania Ave., Suite 306  
Charleston, WV 25302-3542*

*For Overnight Delivery:*

*WV Division of Financial Institutions  
Mortgage Division  
900 Pennsylvania Ave., Suite 306  
Charleston, WV 25302-3542*

**WHO TO CONTACT** – Contact West Virginia Division of Financial Institutions licensing staff by phone at (304) 558-2294 or send questions via e-mail to:

Marla Gardner at [mgardner@wvdob.org](mailto:mgardner@wvdob.org)  
Ruth Holt at [rholt@wvdob.org](mailto:rholt@wvdob.org) or  
Tracy Hudson at [thudson@wvdob.org](mailto:thudson@wvdob.org)

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.