

Branch License/Registration

Overview/Policy

The License/Registration Information screen will display a list of all license/registration requests not yet submitted to a regulator as well as any previously submitted license/registration requests. From this screen users can request a new license, review existing requests, cancel a previously submitted request, or request to withdraw an existing license/registration.

Definitions and Charts

[License Status Definitions and Chart](#)

How To

Surrender/Withdraw:

1. If the user wants to surrender an approved license/registration, click **Surrender** for the corresponding state license then navigate to Attest and Submit to file to the request with the state regulator.
2. If the user wants to withdraw a pending license/registration, click **Withdraw** for the corresponding state license then navigate to Attest and Submit to file to the request with the state regulator.
3. Click **Request License** to go back and apply or transition an additional license/registration.
4. Click **Continue with Filing** to navigate to the next section of this filing.

Cancel Action within this filing:

1. If the user wants to cancel the Pending Action, click **Cancel Action** for the corresponding state license.
2. Click **Request License** to apply or transition an additional license/registration.
3. Click **Continue with Filing** to navigate to the next section of this filing.

Helpful Hints

1. Users can click Request License to apply for or transition a license/registration.
2. Users can click Continue with Filing to navigate to the next section of this filing.
3. A complete list of all licenses/registrations and their status can be viewed through the Composite View tab.
4. To submit the request to the regulator you must Attest and Submit the filing.

Additional Resources:

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
 - [Submitting Branch Form \(MU3\)](#)
 - [Surrender or Withdraw Requests](#)

See Company and Branch Help [Table of Contents](#)