



# GA Mortgage Loan Originator License Surrender Checklist (Individual)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instructions

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 Non-Depository Financial Institutions (NDFI) Division licensing staff via email at [NDFI@dbf.state.ga.us](mailto:NDFI@dbf.state.ga.us) for additional assistance.

*Website:* <https://dbf.georgia.gov>

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	GA Mortgage Loan Originator License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Individual Form (MU4):</b> Request the surrender of the license through the submission of the Individual Form (MU4). See the <a href="#">Individual License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>
<input type="checkbox"/>	<b>Payment of any outstanding fines or fees.</b> Please check your record for any outstanding agency fee invoices owed to this Department.	<b>NMLS</b>

**RETENTION OF RECORDS REMINDER**

All books and records and accounts required by Department Rules must be maintained for a period of five (5) years, including the requirement to maintain a journal of mortgage loan transactions per Department [Rule 80-11-5-.02](#).