



## Surrender Checklist

Jurisdiction-Specific Requirements



### LOUISIANA MORTGAGE BRANCH REGISTRATION

#### Instructions:

1. File the branch location surrender request through the NMLS.
2. The company must either remove the sponsorship for the Louisiana licensed loan originators sponsored and assigned to this branch location through the NMLS (which will change their status to Approved-Inactive) or have the originator(s) change their employment address on their MU4 to reflect their new branch location.
3. Louisiana does not charge a fee to surrender a branch registration.
4. Louisiana does not require that any information be submitted outside the NMLS in order to surrender a branch location. However, we may request additional information upon review of your surrender; watch your e-mail for such requests.

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to [nmls@ofi.louisiana.gov](mailto:nmls@ofi.louisiana.gov).

*For U.S. Postal Service:*

*Louisiana Office of Financial Institutions  
Non-depository Division  
Residential Mortgage Lending  
P.O. Box 94095  
Baton Rouge, LA 70804-9095*

*For Overnight Delivery:*

*Louisiana Office of Financial Institutions  
Non-depository Division  
Residential Mortgage Lending  
8660 United Plaza Blvd, 2<sup>nd</sup> Floor  
Baton Rouge, LA 70809*

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.