



Surrender Jurisdiction-Specific Requirements



VERMONT MORTGAGE LOAN ORIGINATOR LICENSE

Instructions

1. Submit a *Surrender Request* on Form MU4 through NMLS for your Vermont Mortgage Loan Originator License.
 - You must update the employment section of Form MU4.
 - Confirm that the email address listed in the following locations is current in NMLS;
 - Home Tab>My Account>Update User Profile
 - Filing Tab>Individual>Identifying Information
 - You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
2. No additional information or documentation is required to be sent to Vermont.
3. The acceptance of the surrender is at the Vermont Banking Division’s discretion.
4. There is no fee to surrender.

For U.S. Postal Service:

*Vermont Department of Financial Regulation
Banking Division
89 Main Street
Montpelier, VT 05620-3101*

For Overnight Delivery:

*Vermont Department of Financial Regulation
Banking Division
89 Main Street, 2nd Floor
Montpelier, VT 05602*

WHO TO CONTACT – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to dfr.licensing@vermont.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR COMPLETING ALL OF THE REQUIREMENTS FOR SURRENDERING A LICENSE. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.