



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
LANSING

PATRICK M. McPHARLIN
DIRECTOR

**CONSUMER FINANCE SECTION
MICHIGAN RENEWAL CHECKLIST**

First Mortgage Brokers, Lenders, and Servicers License/Registration

REQUIRED ITEMS

- Clear any license item deficiencies prior to requesting renewal.
- Request renewal through the Nationwide Multistate Licensing System & Registry (NMLS).
- Pay Agency Fee Invoice through NMLS to DIFS.
- Beginning January 1, 2018, Michigan adopted the Electronic Surety Bond (ESB) process through NMLS. Current licensees/registrants must convert all existing surety bonds to NMLS via the submission of an ESB no later than December 31, 2018. Renewals will not be accepted for any licensee/registrator that fails to convert by the December 31, 2018 deadline.

Complete renewal package must be received by December 15 of current year.

Surrender Instructions

If you will not be renewing your license, please advise us in writing immediately, and return your original license certificate to our office for cancellation.

Send renewals to one of the following:

Mail Delivery Address:
DIFS - Consumer Finance Licensing Unit
PO Box 30220
Lansing, MI 48909

Overnight Delivery Address (UPS or FedEx Only):
DIFS - Consumer Finance Licensing Unit
530 West Allegan St Floor 7
Lansing, MI 48933

Verify License Renewal/License

To verify your renewal/license, please visit our website at:

<http://difs.state.mi.us/locators?searchtype=Mortgage>

Questions

Any questions regarding the programs above can be sent to DIFS-CFRenewals@michigan.gov.