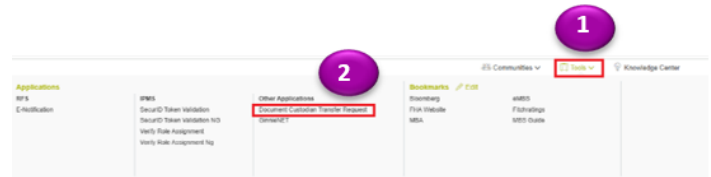


This Quick Reference Card offers a brief overview of the steps and instructions for Relinquishing Custodian access in MGM, as well as how to view, export, and download the approval letter and request summary.

NAVIGATING TO DCTR

1. After you have successfully logged into [MyGinnieMae](#) as a relinquishing custodian, select **Tools** menu.
2. From the **Tools** menu, select the **Document Custodian Transfer Request** link to access the Document Custodian Transfer Request Application.
3. Choose “**Relinquishing Custodian**” from the “**Type of Custodian**” dropdown menu to view all requests relevant to the relinquishing custodian.



Document Custodian Transfer Request Summary

Request Number: Issuer: Effective Transfer Date:

Status: Type of Custodian:

Showing 1 - 5 out of 5

Request Number	Issuer	Request Type	Effective Transfer Date	Status	Type of Custodian	Actions
3275	3886 - CITIMORTGAGE, INC.	Partial Portfolio Document Custodian Transfer	07/16/2025	Pending Ginnie Mae Approval	Relinquishing Custodian	<input type="button" value="Request Summary"/>
3387	1555 - GUILD MORTGAGE COMPANY	Complete Portfolio Document Custodian Transfer	04/24/2025	Rejected by Ginnie Mae System	Relinquishing Custodian	<input type="button" value="Request Summary"/>
3220	3886 - CITIMORTGAGE, INC.	Partial Portfolio Document Custodian Transfer	12/27/2024	Completed	Relinquishing Custodian	<input type="button" value="Request Summary"/>
3232	1555 - GUILD MORTGAGE COMPANY	Complete Portfolio Document Custodian Transfer	10/02/2024	Completed	Relinquishing Custodian	<input type="button" value="Request Summary"/>
3250	2045 - GERSHMAN INVESTMENT CORP.	Partial Portfolio Document Custodian Transfer	06/24/2025	Posted	Relinquishing Custodian	<input type="button" value="Request Summary"/>

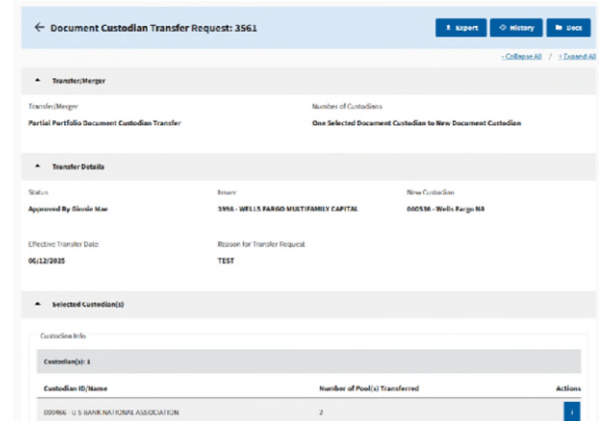
Showing 1 - 5 out of 5

4. Users can also use the request ellipses to download the **Request Summary**, **Approval Letter**, or to **Export** the request. Approval Letter is only generated after Ginnie Mae approves a DCTR request. However, Request Summary can be generated for all requests.

Total: 5 Selected: 0

Request Number	Issuer	Request Type	Effective Transfer Date	Status	Type of Custodian	Actions
3275	3886 - CITIMORTGAGE, INC.	Partial Portfolio Document Custodian Transfer	07/16/2025	Pending Ginnie Mae Approval	Relinquishing Custodian	<input type="button" value="Request Summary"/>
3387	1555 - GUILD MORTGAGE COMPANY	Complete Portfolio Document Custodian Transfer	04/24/2025	Rejected by Ginnie Mae System	Relinquishing Custodian	<input type="button" value="Request Summary"/>
3220	3886 - CITIMORTGAGE, INC.	Partial Portfolio Document Custodian Transfer	12/27/2024	Completed	Relinquishing Custodian	<input type="button" value="Request Summary"/> <input type="button" value="Approval Letter"/> <input type="button" value="Export"/>
3232	1555 - GUILD MORTGAGE COMPANY	Complete Portfolio Document Custodian Transfer	10/02/2024	Completed	Relinquishing Custodian	<input type="button" value="Request Summary"/> <input type="button" value="Approval Letter"/> <input type="button" value="Export"/>
3250	2045 - GERSHMAN INVESTMENT CORP.	Partial Portfolio Document Custodian Transfer	06/24/2025	Posted	Relinquishing Custodian	<input type="button" value="Request Summary"/> <input type="button" value="Approval Letter"/> <input type="button" value="Export"/>

- Users can select a request link to view its details.



Document Custodian Transfer Request: 3561

Transfer/Merge

Transfer/Merge: Partial Portfolio Document Custodian Transfer

Number of Custodians: One Selected Document Custodian to New Document Custodian

Transfer Details

Status	From	New Custodian
Approved By Ginnie Mae	3996 - WELLS FARGO MORTGAGE CAPITAL	000336 - Wells Fargo NA
Effective Transfer Date	Reason for Transfer Request	
06/12/2025	TEST	

Selected Custodian(s)

Custodian Info

Custodian ID	Custodian Name	Number of Pool(s) Transferred	Actions
000336	U.S. BANK NATIONAL ASSOCIATION	2	

- A relinquishing Document Custodian will receive portal notifications and email updates throughout the DCTR request processing period.

For assistance contact **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435, option 1 or askGinnieMae@hud.gov