

This publication will be used periodically to provide notifications and information about Ginnie Mae Modernization efforts. This is not a device to implement official policy changes to Ginnie Mae's Mortgage-Backed Securities (MBS) programs. If you have any comments or suggestions on how to make this publication more informative and helpful, please contact askGinnieMae@hud.gov.

New Document Custodian Transfer Request (DCTR) Application

Ginnie Mae is enhancing the MyGinnieMae portal by introducing a dedicated application for Document Custodian transfer and merger requests, providing Issuers and Document Custodians with an improved and more efficient processing experience.

Starting April 14, 2025, the new Document Custodian Transfer Request (DCTR) application will be accessible via the Applications -> Other Applications menu in MyGinnieMae and all Document Custodian transfer or merger requests must be initiated in the new DCTR application. On this date, all legacy transfer and merger functionality in GinnieNET will become read-only, and no further transactions can be initiated or processed in GinnieNET.

Functional Roles

A new role has been introduced for Multifamily Issuers, offering a distinct Basic User role for MF Issuers who prefer to separate the request and approval process. The role is: *MF-Transfers Basic User* and these users will be able to initiate, create, save, and edit Document Custodian Transfer and Merger requests. MF Issuers who want to use the new role must have their Organization Admins assign it to the appropriate users.

Existing Single Family users with either *SF-Collateral Management Basic User* or *SF-Collateral Management Authorized Signer* roles, HECM Issuer users with either *HECM-Collateral Management Basic User* or *HECM-Collateral Management Authorized Signer* roles and Multifamily users with a *MF-Transfers Authorized Signer* role will have seamless access to the new DCTR application without needing to take any further action.

New Features and Benefits

The new DCTR application provides several benefits not currently available in GinnieNET.

User	Enhanced Functionality
Issuers	<ul style="list-style-type: none"> Review the list of valid pools before submission and ensure that selections comply with guidelines and permissions Leverage clear labeling of transfer types, hover-over information, and automated workflow reminders Preview a transfer request Summary, perform pre-submission checks and avail of an explicit Acknowledgement Generate Approval Letters and Transfer Request Summary Letters and access improved Reporting

Document Custodians	<ul style="list-style-type: none"> • Improved email and portal notifications for transfer and merger request processing • Access Issuer pools directly in the application and leverage advanced pool validation • Explicit Acknowledgement of a Transfer/Merger request before submission
Ginnie Mae	<ul style="list-style-type: none"> • Ginnie Mae will now approve/decline both Mergers and Transfers in DCTR - a change to the existing process where only Mergers are approved • Ginnie Mae gains enhanced insight into the transfer and merger process via improved notifications and reporting.

Functionality remaining in GinnieNET

Please be advised that at this time, Issuers and Document Custodians will still need to complete Form HUD 11708 - REQUEST FOR RELEASE OF DOCUMENTS in GinnieNET.

Training and Resources

Training will be available prior to the launch of the new DCTR application. Please subscribe to Ginnie Mae updates and monitor [Announcements](#) for a training notification. Additional information will be posted to the [Modernization Initiatives](#) page, including user materials, an FAQ and the associated APM.

For questions or concerns, please email askGinnieMae@hud.gov.

Ginnie Mae is a wholly owned government corporation within the U.S. Department of Housing and Urban Development. Ginnie Mae pioneered the mortgage-backed security (MBS), guaranteeing the very first security in 1970. An MBS enables a mortgage lender to aggregate and sell mortgage loans as a security to investors. Ginnie Mae securities carry the full faith and credit of the United States Government, which means that, even in difficult times, an investment in Ginnie Mae is one of the safest an investor can make.

