



# NE-SOS Collection Agency License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Mail your license certificate to the Board
4. We may request additional information upon review of your surrender; watch your email for such requests.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact the Board staff by phone at [\(402\) 471-8606](tel:4024718606) or send your questions via email to [sos.licensing@nebraska.gov](mailto:sos.licensing@nebraska.gov) for additional assistance.

#### *For U.S. Postal Service:*

Nebraska Collection Agency Licensing Board  
Nebraska Secretary of State  
1201 N Street, Ste. 120  
P.O. Box 94608  
Lincoln, NE 68509

#### *For Overnight Delivery:*

Nebraska Collection Agency Licensing Board  
Nebraska Secretary of State  
1201 N Street, Ste. 120  
Lincoln, NE 68509

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	NE-SOS Collection Agency License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NE-SOS Collection Agency License	Submitted via...
<input type="checkbox"/>	<b>The License Certificate must be sent outside of NMLS, directly to the Board using the method indicated:</b>	Mail to the Board