



# Illinois Pawnbroker Branch 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. 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 *Illinois Department of Financial and Professional Regulation* licensing staff by phone at (847) 294-4940 (Chicago) or (217) 785-2900 (Springfield) for additional assistance.

*For U.S. Postal Service and Overnight Delivery:*

*Illinois Department of Financial and Professional  
Regulation  
Division of Banking  
Pawnbroker Regulation Section  
320 West Washington St.  
Springfield, IL 62786*

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.

<b>NMLS ID Number</b> (Company)	
<b>NMLS ID Number</b> (Branch)	
<b>Licensee Legal Name</b>	

<b>REQUIREMENTS COMPLETED IN NMLS</b>		
<b>Complete</b>	<b>IL Pawnbroker Branch License</b>	<b>Submitted via...</b>
<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) at least 60 days in advance. See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

<b>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</b>		
<b>Complete</b>	<b>IL Pawnbroker Branch License</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<p>Prior to the cancellation of any license, the licensee shall certify to the Secretary, in writing, that the pawnshop has no open pawn loans and that no further pawn loans shall be made. Upon receiving the certification from the licensee, the Secretary shall cancel the license. Ceasing business shall not impair or affect the obligation of either the pawnbroker or the pledger to fulfill the terms of any preexisting contract between them.</p> <p><b><u>Please submit written certification described above to agency via email and mail.</u></b></p>	<p><b>Email to Illinois Department of Professional and Financial Regulation:</b> <a href="mailto:Kimberly.k.jones@illinois.gov">Kimberly.k.jones@illinois.gov</a></p> <p><b>AND</b></p> <p><b>Mail to: Illinois Department of Professional and Financial Regulation- SPRINGFIELD OFFICE LOCATION</b></p>