



LA Check Casher Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

Help Resources

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

Agency Contact Information

Contact *Louisiana Office of Financial Institutions, Non-depository Division* licensing staff by phone at (225) 925-4660 or send your questions via email to nmls@ofi.louisiana.gov for additional assistance.

For U.S. Postal Service:

*Louisiana Office of Financial Institutions
Non-depository Division
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809*

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-Depository Division
P.O. Box 94095
Baton Rouge, LA 70804-9095*

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	LA Check Casher Branch License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	LA Check Casher Branch License	Submitted via...
<input type="checkbox"/>	<p>Notice of Closure: Please upload a written notice and include the following information:</p> <ol style="list-style-type: none"> 1) Company name, address and NMLS/License ID#; 2) Mail the original license for the current year; 3) Closure date; 4) The location address of where the books and records will be stored; 5) Contact information for future correspondence. 	Mail to OFI