



OR Collection Agency Registration Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Send the requirements submitted outside the NMLS to Oregon Division of Financial Regulation for surrender. 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 Oregon Division of Financial Regulation licensing staff by phone at (503) 947-7300 or send your questions via email to DFR.NDP.Licensing@dcbs.oregon.gov for additional assistance. Please include your NMLS number with all correspondence.

For U.S. Postal Service:

*Oregon Division of Financial Regulation
Licensing Section
PO Box 14480
Salem, OR 97309*

For Overnight Delivery:

*Oregon Division of Financial Regulation
Licensing Section
350 Winter Street NE Room 410
Salem, OR 97301*

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	OR Collection Agency Registration	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions. Ensure that the company's contact information is current in NMLS in case we need to contact the company for any follow-up items.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	OR Collection Agency Registration	Submitted via...
<input type="checkbox"/>	Statutory Closure Requirements: Provide the effective date of the closure, the address of where the records will be kept, the disposition of client funds and the name and contact information for the responsible person. This information must be sent outside of NMLS, directly to the Division of Financial Regulations using the method indicated.	Email to DFR.NDP.Licensing@dcbs.oregon.gov OR Mail to the Division of Financial Regulation