



# OR Money Transmitter License Surrender Checklist (Company)

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## 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.
3. Send the required documents outside of 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](mailto: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 Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Terminate Authorized Agents (Delegates) Locations:</b> Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <i>End Date</i> for each authorized agent/delegate in NMLS.</p> <p>See the <a href="#">Authorized Agent Quick Guide</a> for more information.</p> <p><b>Note:</b> Failure to upload an Agent's information and include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator and is subject to all relevant fees.</p>	NMLS
<input type="checkbox"/>	<p><b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	OR Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Outstanding Payment Instruments:</b> Provide a list of all outstanding payment instruments. This information must be sent outside of NMLS, directly to the Division of Financial Regulation using the method indicated.</p> <p><b>Note:</b> The company's surety bond must continue to cover any claims that arise within five years after the surrender of the license.</p>	<p><b>Email to</b>  <a href="mailto:DFR.NDP.Licensing@dcbs.oregon.gov">DFR.NDP.Licensing@dcbs.oregon.gov</a></p> <p><b>OR</b></p> <p><b>Mail to the Division of Financial Regulation</b></p>