



OR Student Loan Servicer 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 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.

For U.S. Postal Service:

Oregon Division of Financial Regulation
NDP Section
P.O. Box 14480
Salem, OR 97309-0405

For Overnight Delivery:

Oregon Division of Financial Regulation
NDP Section
350 Winter St. NE
Room 410
Salem, OR

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 Student Loan Servicer 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	OR Student Loan Servicer Branch License	Submitted via...
<input type="checkbox"/>	Consumer Accounts & Records: Confirm that the company had no Oregon loans it was servicing from the location and/or provide notice of where the servicing of the Oregon loans that were at that branch has been transferred to, including contact information that consumers who loans have been transferred can use if they have any questions. This information must be sent outside of NMLS, directly to the Division of Financial Regulation using the method indicated.	Email to DFR: DFR.NDP.Licensing@dcbs.oregon.gov OR Mail to the Division of Financial Regulation