



CT 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. Notification of a Branch Office closure/license surrender must be made through NMLS within 15 days of the event.
2. There is no fee to surrender.
3. No surrender shall be effective until accepted by the Commissioner.
4. 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

WHO TO CONTACT – Contact Consumer Credit staff at (860) 240-8225 or send your questions via e-mail to dob.ccl@ct.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Connecticut Department of Banking
Consumer Credit Division
260 Constitution Plaza
Hartford, CT 06103*

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	CT 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	CT Student Loan Servicer Branch License	Submitted via...
<input type="checkbox"/>	Location of Records: Identify the location where the records of the licensee will be stored and the name, address and telephone number of an individual authorized to provide access to the records. This information must be emailed to the Connecticut Department of Banking to dob.ccl@ct.gov .	Email to the Connecticut Department of Banking
<input type="checkbox"/>	Outstanding Fees: Submit payment for any outstanding compliance examination fees owed to the Connecticut Department of Banking. Payment should be submitted directly to the department with checks to be made payable to: "Treasurer, State of Connecticut."	Mail to the Connecticut Department of Banking