



# CT Debt Adjuster For-Profit License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS not later than **15 days** after the date a licensee ceases to engage in debt adjuster activity in this state for any reason.
2. There is no fee to surrender.
3. No surrender shall be effective until accepted by the Commissioner.
4. Prerequisite for surrender – see checklist below.
5. Send nothing to the Connecticut Department of Banking 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 Consumer Credit staff by phone at (860) 240-8225 or send your questions via email to [dob.ccl@ct.gov](mailto: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 06103-1800*

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 Debt Adjuster For-Profit Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS
Note	If this branch surrender request is in connection with the company terminating its Connecticut business (e.g., will be closing the main office and all associated branches licensed in Connecticut), the company must refer to the <a href="#">Main Office Surrender Checklist</a> and complete the requirements therein.	NMLS
Note	<p>If this branch surrender request is not in connection with the company terminating its Connecticut business (e.g., other offices will remain Connecticut licensed), provide written identification of the office that will be handling the work presently handled by the branch requesting surrender. This information should be emailed to <a href="mailto:dob.ccl@ct.gov">dob.ccl@ct.gov</a>.</p> <p>If this branch surrender request is not in connection with the company terminating its Connecticut business (e.g., other offices will remain Connecticut licensed) and the branch was bonded through the Main Office bond, the Main Office will need to upload and mail a surety bond rider that reflects the removal of the branch.</p> <p><b>Note:</b> The original rider must also be mailed to the Department at the address provided above.</p>	<p><b>If applicable:</b></p> <p><b>Upload in NMLS</b> under the Document Type <a href="#">Surety Bond</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND</b></p> <p><b>Mail to Connecticut Department of Banking</b></p>