



AK Currency Exchange License 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. The acceptance of the surrender is at the Department's discretion.
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

Contact *Alaska Division of Banking & Securities* licensing staff by phone at [\(888\) 925-2521](tel:8889252521) or send your questions via email to moneytransmitters@alaska.gov for additional assistance.

For U.S. Postal Service:

*State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
P.O. Box 110807
Juneau, Alaska 99811-0807*

For 2-Day Delivery:

*State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
333 Willoughby Avenue, 9th Floor
State Office Building
Juneau, Alaska 99801*

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.

REQUIREMENTS COMPLETED IN NMLS		
Complete	AK Currency Exchange License	Submitted via...
<input type="checkbox"/>	<p>Terminate Authorized Agents (Delegates) Locations: 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 Authorized Agent Quick Guide for more information.</p> <p>Note: 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.</p>	NMLS
<input type="checkbox"/>	<p>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.</p>	NMLS
<input type="checkbox"/>	<p>Books and Records: Update the <i>Books and Records</i> section of Company Form (MU1) and provide the Custodian name and the physical location where the books and records will be maintained subsequent to surrender. If the Records Custodian or location changes after surrender, you must provide written notice of changes to the Alaska Division of Banking & Securities. Books and records must be kept for three (3) years from the date of surrender. Please refer to AS 06.55.405 for detailed requirements.</p>	NMLS
<input type="checkbox"/>	<p>Consumer Complaint Contact Employee: Verify that the Consumer Complaint Contact Employee in the <i>Contact Employees</i> section of the Company Form (MU1) is accurate.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	AK Currency Exchange License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		