



# NM Collection Agency Manager Surrender Checklist (Individual)

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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 nothing to the Financial Institutions Division for surrender. We may request additional information upon review of your surrender; watch your email for such requests.

### Help Resources

- [Individual License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact Licensing Specialist, Kim Kreiensieck at 505-476-4559 or via e-mail [Kim.Kreiensieck@state.nm.us](mailto:Kim.Kreiensieck@state.nm.us)  
Contact Industry Manager Juan Trevizo at 505-476-4519 or via e-mail [Juan.Trevizo@state.nm.us](mailto:Juan.Trevizo@state.nm.us)

#### *For U.S. Postal Service:*

*Financial Institutions Division  
Money Services Business Unit  
PO Box 25101  
Santa Fe, New Mexico 87504*

#### *For Overnight Delivery:*

*Financial Institutions Division  
3rd Floor, Toney Anaya Building  
2550 Cerrillos Road  
Santa Fe, New Mexico 87504*

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	NM Collection Agency Manager	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Individual Form (MU4):</b> Request the surrender of the license through the submission of the Individual Form (MU4). See the <a href="#">Individual License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NM Collection Agency Manager	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		