



# DC Student Loan Servicer Branch License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS no later than 15 days after ceasing to engage in activity authorized under your current license(s).
2. There is no fee to surrender.
3. As a reminder, each licensed student loan servicer is required to file an Annual Report by January 30, to the Commissioner of the Department of Insurance, Securities and Banking concerning licensee's operations during the preceding calendar year for each licensed place of business.
4. The Department of Insurance, Securities and Banking (DISB) 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 *DISB* licensing staff by phone at *(202) 727-8000* or send your questions via email to [bankingbureau@dc.gov](mailto:bankingbureau@dc.gov) for additional assistance.

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	DC Student Loan Servicer 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.	<b>NMLS</b>

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	DC Student Loan Servicer Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		