



Illinois Pawnbroker Registration Surrender Checklist (Company)

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. 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 *Illinois Department of Financial and Professional Regulation* licensing staff by phone at (847) 294-4940 (Chicago) or (217) 785-2900 (Springfield) for additional assistance.

For U.S. Postal Service and Overnight Delivery:

*Illinois Department of Financial and Professional
Regulation
Division of Banking
Pawnbroker Regulation Section
320 West Washington St.
Springfield, IL 62786*

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	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

REQUIREMENTS COMPLETED IN NMLS		
Complete	IL Pawnbroker Company Registration	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1) at least 60 days in advance. See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	IL Pawnbroker Company Registration	Submitted via...
<input type="checkbox"/>	<p>Prior to the cancellation of any license, the licensee shall certify to the Secretary, in writing, that the pawnshop has no open pawn loans and that no further pawn loans shall be made. Upon receiving the certification from the licensee, the Secretary shall cancel the license. Ceasing business shall not impair or affect the obligation of either the pawnbroker or the pledger to fulfill the terms of any preexisting contract between them.</p> <p><u>Please submit written certification described above to agency via email and mail.</u></p>	<p>Email to Illinois Department of Professional and Financial Regulation: Kimberly.k.jones@illinois.gov</p> <p>AND</p> <p>Mail to: Illinois Department of Professional and Financial Regulation- SPRINGFIELD OFFICE LOCATION</p>