ND Collection Agency
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. Every collection agency licensed under this chapter shall keep a record of all sums collected by it and of all disbursements made by it for a period of six years from the date of last entry thereon. The records of a licensee may be maintained electronically provided they can be reproduced upon request of the Department of Financial Institutions and within the required statutory time period.
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 ND Dept. of Financial Institutions Consumer Division by phone at (701) 328-9933 or send your questions via email to dfi@nd.gov for additional assistance.

For U.S. Postal Service:
ND Dept. of Financial Institutions Consumer Division
2000 Schafer Street, Suite G
Bismarck, ND 58501

For Overnight Delivery:
ND Dept. of Financial Institutions Consumer Division
2000 Schafer Street, Suite G
Bismarck, ND 58501

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.
<table>
<thead>
<tr>
<th>REQUIREMENTS COMPLETED IN NMLS</th>
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<tbody>
<tr>
<td><strong>Complete</strong></td>
</tr>
<tr>
<td>□ Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</td>
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<tr>
<th>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</th>
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<td><strong>Complete</strong></td>
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<tr>
<td>□ Location of Records: Provide the location of records for maintenance within statutory time frame along with name and contact information of the individual responsible for maintenance of the records.</td>
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