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. In certain post-surrender cases, the Financial Institutions Division will issue a temporary, one-year, non-renewable license outside of NMLS. Refer to requirements completed outside NMLS.
4. 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
- Company 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
Contact Industry Manager Juan Trevizo at 505-476-4519 or via e-mail 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

<table>
<thead>
<tr>
<th>Complete</th>
<th>NM Collection Agency</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<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 Company License Surrender Requests Quick Guide for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

# REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>NM Collection Agency</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note</td>
<td>Company Owned Locations/Branches: If your company has licensed company owned locations/branches, you will be required to request to surrender your Collections Agency Branch. See the Collections Agency Branch Surrender Checklist for more information.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| ☐        | State Specific Language:  
  - In certain post-surrender cases, the Financial Institutions Division will issue a temporary, one-year, non-renewable license and charge a fee of $35.  
  For the purpose of winding up the affairs and discontinuance or sale of the business of a licensee, in the event of death of the licensed manager or dissolution of a partnership, the director shall, upon proper application, issue a temporary license to the personal representative or, to the nominee of the personal representative of the deceased or to a surviving partner in the case of the dissolution of a partnership. The application shall be in writing, subscribe and sworn to by the person to whom the temporary license is to be issued. The application shall be accompanied by the temporary license fee specified in the Collection Agency Regulatory Act [61-18A-1 NMSA 1978)]. A temporary license shall be effective for a period of one year and shall not thereafter be renewed or continued.  
  Email temporary license request letter outside of NMLS, directly to the Financial Institutions Division using the method indicated. | Email to Financial Institutions Division: FID.Renewals@state.nm.us |