



# NM Collection Agency License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## 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](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	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> 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.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NM Collection Agency	Submitted via...
Note	<b>Company Owned Locations/Branches:</b> 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.	N/A
<input type="checkbox"/>	<p><b>State Specific Language:</b></p> <ul style="list-style-type: none"> <li>In certain post-surrender cases, the Financial Institutions Division will issue a temporary, one-year, non-renewable license and charge a fee of \$35.</li> </ul> <p>NM NMRA 61-18A-20. Temporary license.</p> <p>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.</p> <p>Email temporary license request letter outside of NMLS, directly to the Financial Institutions Division using the method indicated.</p>	<p><b>Email to Financial Institutions Division:</b>            FID.Renewals@state.nm.us</p>