



# OR Student Loan Servicer License – Federal Contract Surrender Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact Oregon Division of Financial Regulation licensing staff by phone at (503) 947-7300 or send your questions via email to [DFR.NDP.Licensing@dcbs.oregon.gov](mailto:DFR.NDP.Licensing@dcbs.oregon.gov) for additional assistance.

#### *For U.S. Postal Service:*

Oregon Division of Financial Regulation  
NDP Section  
P.O. Box 14480  
Salem, OR 97309-0405

#### *For Overnight Delivery:*

Oregon Division of Financial Regulation  
NDP Section  
350 Winter St. NE  
Room 410  
Salem, OR

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                       | OR Student Loan Servicer License – Federal Contract  | 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 Student Loan Servicer Branch License. See the Student Loan Servicer Branch License Surrender Checklist for more information. |                  |
| <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                               | OR Student Loan Servicer License – Federal Contract  | Submitted via...   |
| <input type="checkbox"/>               | <b>Consumer Accounts &amp; Records:</b> Confirm that the company has no Oregon loans it was servicing and/or provide notice of where the servicing of the Oregon loans that the company did have has been transferred to, including contact information that consumers who loans have been transferred can use if they have any questions. This information must be sent outside of NMLS, directly to the Division of Financial Regulation using the method indicated. | <b>Email to Oregon DFR:</b><br><a href="mailto:DFR.NDP.Licensing@dcb.s.oregon.gov">DFR.NDP.Licensing@dcb.s.oregon.gov</a><br><br><b>OR Mail to Oregon Division of Financial Regulation</b> |