



NM Collection Agency Manager Surrender Checklist (Individual)

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. 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

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

Agency Contact Information

Licensing Specialist, Emily Fresquez: Emily.Fresquez1@rld.nm.gov / (505) 469-7776

Licensing Specialist, Veronica Carrillo: Veronica.Carrillo@rld.nm.gov / (505) 476-4559

Industry Manager Juan Trevizo: Juan.Trevizo@rld.nm.gov / (505) 476-4569

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 Manager	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Individual Form (MU4): Request the surrender of the license through the submission of the Individual Form (MU4). See the Individual License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NM Collection Agency Manager	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		