



CA-DBO Student Loan Servicing Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. The commissioner may require a licensee to file a plan for the disposition of the servicing business that includes, but is not limited to, a closing audit. The commissioner shall give a licensee notice of accepting a surrendered license, and a license shall not be deemed surrendered until the commissioner accepts its tender in writing.

Help Resources

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

Agency Contact Information

Please refer to the Department of Business Oversight website at www.dbo.ca.gov or contact Department of Business Oversight by phone at 866-275-2677 for additional assistance.

Physical Address:

*California Department of Business Oversight
Student Loan Servicing Program
1515 K ST, Suite 200
Sacramento, CA 95814*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL 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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	CA-DBO Student Loan Servicing Branch License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	CA-DBO Student Loan Servicing Branch License	Submitted via...
<input type="checkbox"/>	Dissolution Plan: Provide a Dissolution Plan, if required by the Commissioner. (Financial Code section 28150.)	Email to CA-DBO
<input type="checkbox"/>	Closing Audit: Provide a Closing Audit, if required by the Commissioner. (Financial Code section 28150.)	Email to CA-DBO