



# CA-DFPI Debt Collection Registration Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instructions

1. File the surrender request through NMLS and a plan for the disposition of the debt collection business containing a detailed proposal for the closing out of its debt collection business at the location.
2. There is no fee to surrender.
3. A registration shall not be deemed surrendered until CA-DFPI approves the surrender.

### Help Resources

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

### Agency Contact Information

Please refer to CA-DFPI's website at [www.dfpi.ca.gov](http://www.dfpi.ca.gov). You can also contact us at 866-275-2677 or [dcla.inquiries@dfpi.ca.gov](mailto:dcla.inquiries@dfpi.ca.gov) for additional assistance.

#### *Physical Address:*

*California Department of Financial  
Protection and Innovation  
Debt Collection Licensing Program  
2101 Arena Boulevard  
Sacramento, CA 95834*

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	CA-DFPI Debt Collection Branch Registration	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the registration through the submission of the Branch Form (MU3). See the <a href="#">Branch Registration Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

DOCUMENTS UPLOADED IN NMLS		
Complete	CA-DFPI Debt Collection Branch Registration	Submitted via...
<input type="checkbox"/>	<b>Dissolution Plan:</b> Provide a Dissolution Plan containing a detailed proposal for the closing out of the debt collection business, including a detailed description of the plan to close out or transfer the debt collection files; the name and contact information of the person taking over the debt collection files, if applicable; and the time frame within which the close out or transfer will be completed.	<b>Upload in NMLS:</b> under the Document Type <u>Additional Requirement(s)</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).