



# DE Check Seller, Money Transmitter 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. 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 The Office of the State Bank Commissioner licensing staff by phone at (302) 739-4235 or send your questions via email to [carole.hoffecker@delaware.gov](mailto:carole.hoffecker@delaware.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*Office of the State Bank Commissioner  
1110 Forrest Avenue  
Dover, DE 19904*

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	DE Check Seller, Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Terminate Authorized Agents (Delegates) Locations:</b> Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <i>End Date</i> for each authorized agent/delegate in NMLS.</p> <p>See the <a href="#">Authorized Agent Quick Guide</a> for more information.</p> <p><b>Note:</b> Failure to upload an Agent's information and include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><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.</p>	<b>NMLS</b>

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	DE Check Seller, Money Transmitter License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		