



## ND Collection Agency 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.
3. Every collection agency licensed under this chapter shall keep a record of all sums collected by it and of all disbursements made by it for a period of six years from the date of last entry thereon. The records of a licensee may be maintained electronically provided they can be reproduced upon request of the Department of Financial Institutions and within the required statutory time period.
4. 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 ND Dept. of Financial Institutions Non-Depository Division by phone at (701) 328-9933 or send your questions via email to [dfi@nd.gov](mailto:dfi@nd.gov) for additional assistance.

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

ND Dept. of Financial Institutions  
Non-Depository Division  
1200 Memorial Hwy  
Bismarck, ND 58504

#### For Overnight Delivery:

ND Dept. of Financial Institutions  
Non-Depository Division  
1200 Memorial Hwy  
Bismarck, ND 58504

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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	ND Collection Agency License	Submitted via...
<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	ND Collection Agency License	Submitted via...
<input type="checkbox"/>	<b>Location of Records:</b> Provide the location of records for maintenance within statutory time frame along with name and contact information of the individual responsible for maintenance of the records.	<b>Email to North Dakota</b> <a href="mailto:dfi@nd.gov">dfi@nd.gov</a> <b>OR Mail to the ND Dept. of Financial Institutions</b>