



Retail Installment Sales and Finance Company Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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- [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. 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 Permits and Licensing Division licensing staff by phone at *(787) 723-3131 x2197, 2336, 2214*, or send your questions via email to reglamentacion@ocif.pr.gov for additional assistance.

For U.S. Postal Service:

**COMMISSIONER OF FINANCIAL INSTITUTIONS
PERMITS AND LICENSING DIVISION
PO BOX 11855
SAN JUAN, PR 00910-3855**

For Overnight Delivery:

**COMMISSIONER OF FINANCIAL
INSTITUTIONS
PERMITS AND LICENSING DIVISION
1492 PONCE DE LEON AVE. SUITE 600
CENTRO EUROPA BLDG.
SAN JUAN, PR 00907**

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	Retail Installment Sales and Finance Company 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	Retail Installment Sales and Finance Company Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		