



VA Money Order Seller and Money Transmitter License Surrender Checklist (Company)

CHECKLIST SECTIONS

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- [Requirements Completed in NMLS](#)
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GENERAL INFORMATION

Instructions

1. File the surrender request through NMLS.
2. There is no fee to surrender.

Help Resources

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

Agency Contact Information

Contact the Virginia Bureau of Financial Institutions' Administration and Licensing Section staff by phone at (804) 371-9690 or send your questions via email to mortgagelicensing@scc.virginia.gov.

For U.S. Postal Service:

Bureau of Financial Institutions
Administration and Licensing Section
PO Box 640
Richmond, VA 23218-0640

For Overnight Delivery:

Bureau of Financial Institutions
Administration and Licensing Section
1300 E. Main Street, Suite 800
Richmond, VA 23219

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	VA Money Order Seller and Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Terminate Authorized Agents (Delegates) Locations: 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 Authorized Agent Quick Guide for more information.</p> <p>Note: 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>	NMLS
<input type="checkbox"/>	<p>Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	VA Money Order Seller and Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Surety Bond: If the licensee wishes to reduce or cancel the applicable security device pursuant to § 6.2-1904 C of the Code of Virginia, please mail a written request noting the following:</p> <ul style="list-style-type: none"> • Clarification as to whether the licensee is requesting reduction or cancellation of the security device. If reduction, note the amount of reduction requested. • Reason for the request. • Estimated date that all outstanding payment instruments and other outstanding money transmission obligations of the licensee will be satisfied. 	Mail to Virginia Bureau of Financial Institutions
<input type="checkbox"/>	<p>Contact Information: provide the following contact information to the Virginia Bureau of Financial Institutions within 10 days after such person's license is surrendered or revoked or the licensed business is otherwise closed: (i) the names, addresses, telephone numbers, fax numbers, and email addresses of a designated contact person and the person who consumers may contact regarding outstanding money orders or money transmission transactions; (ii) the location of the licensee's or former licensee's money order and money transmission records.</p>	NMLS and Mail to Virginia Bureau of Financial Institutions

	A licensee or former licensee shall maintain current information with the bureau until the licensee or former licensee has no outstanding money orders and money transmission transactions.	
<input type="checkbox"/>	Original License Certificate: Send the original license certificate to Virginia for surrender.	Mail to Virginia Bureau of Financial Institutions