



# Combined 2023 Renewal Checklist

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## Nebraska Secretary of State

### License Types

- Collection Agency Branch License
- Collection Agency License

### Agency Contact Information

Contact Board staff by phone at *(402) 471-8606* or send your questions via email to [sos.licensing@nebraska.gov](mailto:sos.licensing@nebraska.gov) for additional assistance.

*For U.S. Postal Service:*

Nebraska Collection Agency Licensing Board  
Nebraska Secretary of State  
1201 N Street, Ste. 120  
P.O. Box 94608  
Lincoln, NE 68509

*For Overnight Delivery:*

Nebraska Collection Agency Licensing Board  
Nebraska Secretary of State  
1201 N Street, Ste. 120  
Lincoln, NE 68509

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL OF THE REQUIREMENTS OF THE AGENCY FROM WHICH THE LICENSE FOR WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NE-SOS - Collection Agency Branch License		
Complete	Renewal Requirement Items	Submitted via...
<b>Note</b>	A new Branch License cannot be applied for with the renewal application. You must complete and submit a new application for any Branch not already licensed.	N/A

Updated 8/5/2022

NE-SOS - Collection Agency License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p><b>Solicitor List:</b> Alphabetical list of all solicitors/collectors for Applicant, including name, any alias used by solicitor/collector, and date of hire.</p> <p><a href="#">Optional Form for Solicitor List</a></p>	NMLS under the Document Type <u>Additional Requirements</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p><b>Verification of Experience for New Officers:</b></p> <p>Officer Integratory</p> <p>Any new officers that have not completed the form are required to submit a completed form.</p> <p>Please complete this form:</p> <p>This document should be named <i>[Document Type] – License Name</i>.</p>	NMLS under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).

Updated 8/5/2022