



Tennessee Department of Financial Institutions  
Tennessee Tower, 26<sup>th</sup> Floor  
312 Rosa Parks Avenue  
Nashville, TN 37243  
(615) 741-2236

**REQUEST FOR SUBSTITUTE CHECK CASHING LICENSE**

Check Cashing License Number \_\_\_\_\_

Name (as it appears on the license) \_\_\_\_\_

If applicable, please provide the following information:

Former Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective Date of Relocation \_\_\_\_\_

Reason for substitute license (lost, address change, name change, etc.):  
\_\_\_\_\_

***Note: Department of Financial Institutions Tennessee Code Annotated §45-18-110(e) requires a non-refundable fee of \$50.00 for each substitute license. All requests for a substitute license must be accompanied by a check or money order made payable to the Department of Financial Institutions for the \$50.00 fee.***