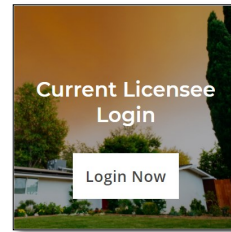




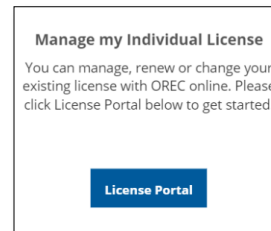
**STEP ONE**

Go to [www.orec.ok.gov](http://www.orec.ok.gov) and click **Login Now**



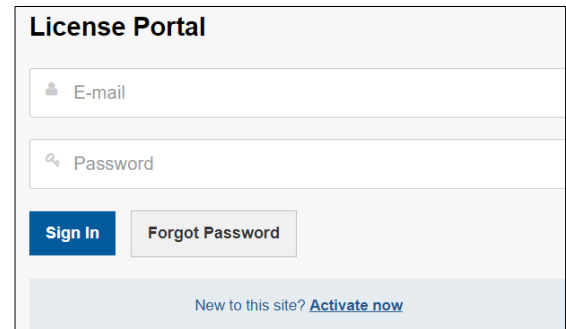
**STEP TWO**

Select the **License Portal**



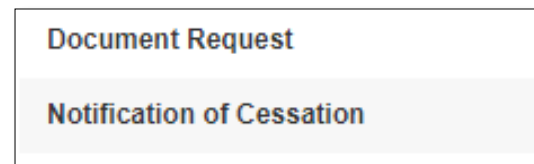
**STEP THREE**

Login to the **License Portal**



**STEP FOUR**

Select **Notification of Cessation**



## STEP FIVE

Select brokerage that you are requesting to close

Note: All information with a \* is required information.

Current Brokerage

Brokerage / proprietorship for which the application is being made.

Managing Broker/Broker Proprietor

## STEP SIX

Fill in required contact information for document retention

Address where records will be stored

Street Address\*

City\*

Country\*

State / Province\*

ZIP / Postal Code\*

Name of person responsible for records\*

Phone number of person responsible for records\*

## STEP SEVEN

Confirm relevant documents have been destroyed and all associates have been released or have transferred to another office. To review how to release an associate, please click [here](#). To review how an associate may request to transfer, please click [here](#).

Click **Complete Request**

Have all license certificates been destroyed?\*  Yes  No

Have you submitted release forms for all licensees affiliated with your business entity?\*  Yes  No

## STEP EIGHT

Once the notification of cessation request has been processed you will receive an automated e-mail message confirming the approval.

This e-mail is to confirm the completion of the cessation request through the OREC [License Portal](#). Your cessation request has been completed and will be reflected on all licensing information and has been updated on the Public Registry.

Please e-mail [help@orec.ok.gov](mailto:help@orec.ok.gov) for any further questions.