



Amendment Checklist

Jurisdiction-Specific Requirements



WASHINGTON CONSUMER LOAN BRANCH OFFICE LICENSE

Instructions

1. File all amendments through NMLS. The following amendments have special instructions and may require items sent outside of the NMLS:
 - Change in Branch Address
 - Change or Addition of Trade Name (“dba”)
2. If the branch is adding a trade name (“dba”) that is not already licensed by your company, please contact the Washington Department of Licensing at www.dol.wa.gov to amend your Washington State Master Business License.
3. Filing an amendment through the NMLS does **not** authorize you to conduct business with the changes requested. You must receive an amended license from DFI before conducting business with the changes requested.
4. Amendment fees are \$106.71 for each license changed.
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your amendment application through the NMLS. NOTE: Unless you must provide a surety bond rider or fingerprint cards, please fax or email the checklist & attachments to the following:

Fax:

(360) 664-2258

Email:

DCS@dfi.wa.gov

WHO TO CONTACT – Contact DFI’s Division of Consumer Services licensing staff by phone at 360-902-8703 or send your questions via e-mail to DCS@dfi.wa.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON CONSUMER LOAN BRANCH AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND RIDER (for address or Trade Name (“dba”) change only) . A surety bond rider is only required if the Consumer Loan company has NOT converted to the new surety bond form. You can determine if this applies to you by logging into the NMLS and checking your Work List. A requirement has been set on all companies who have not converted to the new surety bond form.</p> <ul style="list-style-type: none">▪ If you have not converted to the new bond form, please contact your insurance company to get your bond re-issued using the new surety bond form and with the language “This bond supersedes and replaces bond of same number issued _____.” Mail the original bond, after a control person signs it, directly to DFI.