



Amendment Checklist

Jurisdiction-Specific Requirements



WASHINGTON CONSUMER LOAN COMPANY LICENSE

Instructions

1. File all amendments through NMLS. The following amendments have special instructions and may require items sent outside the NMLS:
 - Corporate Name Change
 - Trade Name (“dba”) Change
 - Main Office Address Change
 - Adding Direct Owner/Officer (Control Person)
2. If changing Corporate Name, contact the Washington Secretary of State Division of Corporations at (360) 725-0377 or online at www.secstate.wa.gov to change the company’s legal name. DFI will verify information directly with SOS.
3. If adding a trade name (“dba”), contact the Washington Department of Licensing at www.dol.wa.gov to amend your Washington State Master Business License. DFI will verify information directly with DOL.
4. Filing an amendment through the NMLS does **not** authorize you to conduct business with the change(s) requested. You must receive an amended license from DFI before conducting business with the change(s) requested.
5. Amendment fees are \$106.71 per each Main Office filing. NOTE: If the amendment is a Corporate Name Change or Main Office Address Change and the company has branch locations licensed with Washington, there is an additional \$106.71 charge per each branch, collected outside the NMLS.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. 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 for a new control person, 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 COMPANY AMENDMENT ITEM
<input type="checkbox"/>		<p>SURETY BOND RIDER (Corporate or dba Change or Address 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 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.
<input type="checkbox"/>		<p>AMENDMENT FEE (Corporate Name or Main Office Address Change ONLY). If the amendment is a Corporate Name Change or Main Office Address Change and the company has branches licensed with Washington, there is an additional \$106.71 fee per branch office which is collected outside the NMLS. Please submit a check, made payable to the Washington State Treasurer" in the amount of \$106.71 times each branch office (Example: Corporate Name Change for a company with 2 branch offices costs 2 x \$106.71 = \$213.42).</p>
<input type="checkbox"/>		<p>FINGERPRINT CARD. (Adding a Control Person). For each new control person*, provide a fingerprint card on the FBI "Applicant" card.</p> <p>*If a control person also holds or is applying for a Washington MLO license, he/she will submit fingerprints to the NMLS and does not need to submit more prints to DFI.</p>