



New Application Checklist Jurisdiction-Specific Requirements



WASHINGTON DESIGNATED BROKER REGISTRATION

Instructions

1. This registration is reserved for those individuals who have been appointed by a Mortgage Broker licensee or applicant to serve in the position of Designated Broker. If you have not been appointed as a Designated Broker, please use the Mortgage Loan Originator application instead.
2. The Designated Broker Registration does NOT authorize the Designated Broker to originate loans. If the Designated Broker wants to originate loans, he/she must also apply for the Mortgage Loan Originator license.
3. The Designated Broker must be listed in the Qualifying Individual section of Form MU1.
4. The Designated Broker must submit a MU4 filing in the NMLS using the Designated Broker Registration and provide the attachments listed on this checklist. If the Designated Broker wants to originate loans, he/she must also submit a MU4 filing in the NMLS using the Mortgage Loan Originator license type
5. The company must submit a Sponsorship Request in the NMLS for the Designated Broker's Registration request.
6. The Designated Broker must pass the Washington Designated Broker test prior to applying for a license.
7. You are responsible for reviewing the Washington Mortgage Broker Practices Act (RCW 19.146) and accompanying rules (WAC 208-660) to ensure familiarity and compliance. You'll find these documents linked online at <http://www.dfi.wa.gov/cs/mortgage.htm>
8. Total Designated Broker Registration costs: \$30 including the NMLS processing fee.
9. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
10. 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 application through the NMLS at the following:

For U.S. Postal Service:

Department of Financial Institutions
Division of Consumer Services
PO Box 41200
Olympia WA 98504-1200

For Overnight Delivery:

Department of Financial Institutions
Division of Consumer Services
150 Israel Rd SW
Tumwater WA 98501

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON DESIGNATED BROKER REGISTRATION ITEM
<input type="checkbox"/>		FINGERPRINT CARD. As a Designated Broker, you must provide a fingerprint card on the "Applicant" format offered by the Federal Bureau of Investigations (FBI). See the attached instructions for completing the card properly.
<input type="checkbox"/>		PRE-LICENSE TESTING. Contact PearsonVue directly to register for the Washington Designated Broker test at: http://www.pearsonvue.com/
<input type="checkbox"/>		PRE-LICENSE QUALIFICATIONS. Enter the year you received your high school diploma or equivalent (e.g. "GED"). <hr/> As a Designated Broker, you must be 18 years or older, and have a high school diploma or equivalent. See WAC 208-660-250(1) for more information, including an alternative to the diploma.
<input type="checkbox"/>		PROOF OF EXPERIENCE. As the Designated Broker, you must prove at least two years experience in the residential mortgage loan industry within the last five years. Acceptable proof is limited to W-2 or 1099 forms which match your work history on your MU4 form. See WAC 208-660-250(1)(e) for details.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions on your MU4 filing. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.
<input type="checkbox"/>	<input type="checkbox"/>	REQUIREMENTS FOR PREVIOUS LICENSEES: If you held a WA Designated Broker or Loan Originator license in 2008 which wasn't renewed, please provide the following: <ul style="list-style-type: none"> • Copies of your Continuing Education certificates as required for the previous year. • A completed and signed Declaration of Activity. Click to download form.

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.