



**Surrender Checklist**  
Jurisdiction-Specific Requirements



**WASHINGTON DESIGNATED BROKER REGISTRATION**

**Instructions**

1. File the surrender request through the NMLS. The Designated Broker registrant is the only party who can surrender a Designated Broker registration.
2. Washington does not charge fees for surrender.
3. Send nothing to DFI for surrender. DFI may request additional information upon review of your surrender; watch your e-mail for such requests.

*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*

**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](mailto: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 SURRENDERING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.