



## Amendment Checklist

Jurisdiction-Specific Requirements



# WASHINGTON MORTGAGE LOAN ORIGINATOR LICENSE

### Instructions

1. File all amendments through NMLS. Only a Change in the Mortgage Loan Originator's legal name requires additional item(s) sent to DFI outside of NMLS.
2. Washington State charges \$50 for a change or addition of a sponsorship.
3. When the MLO is changing employers, the following items must be completed:
  - The MLO must update his/her employment section on the Form MU4.
  - The MLO must confirm the email address listed in the following locations in the NMLS:
    - Home Tab>My Account>Update User Profile
    - Filing Tab>Individual>Identifying Information
  - The MLO must terminate the "Relationship" with the former employer in the NMLS if the former employer hasn't already done so.
  - The MLO must provide the new employer access to the MLO's record in the NMLS
  - The MLO's new employer is required to submit a "Sponsorship" request through the NMLS.

[Quick Guides](#) to help MLOs and companies through each of the actions above are located on the NMLS Resource Center.

4. If changing residence address, the Mortgage Loan Originator must update residence address on MU4 as well as residence address history section through the NMLS.
5. Filing an amendment through the NMLS, including changing sponsorship, does **not** allow you to conduct business with the change requested. You must receive authorization from DFI before conducting business with the change requested.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist via ONLY fax or email within 5 business days of the electronic submission of your application through the NMLS at the following:

*Fax:*

(360) 664-2258

*Email:*

DCS@dfi.wa.gov

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	WASHINGTON MORTGAGE LOAN ORIGINATOR LICENSE AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>LEGAL DOCUMENTS (For name change only).</b> Provide a copy of legal documents which support the name change (e.g.: marriage certificate, divorce decree).
<input type="checkbox"/>	<input type="checkbox"/>	<b>CRIMINAL DISCLOSURE QUESTIONS DOCUMENTATION.</b> For any "Yes" answer to the Criminal Disclosure questions on your license application indicating that you have been convicted of a felony or gross misdemeanor involving dishonesty, you must contact the court, tribunal or jurisdiction where the event or proceeding occurred and request the court, tribunal or jurisdiction send directly to Washington DFI a certified copy of disposition documents or if the matter is unresolved, the underlying charge or complaint. You must pay any copying fees charged by the court, tribunal or jurisdiction. Washington DFI must receive these documents directly from the court, tribunal or jurisdiction.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions on your MU4 filing. If you answered "Yes" to any of the Criminal Disclosure questions, please see the above requirement.

**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.

**Please ONLY fax or email this checklist to DFI.**

**Fax: 360-664-2258**

**Email: [DCS@dfi.wa.gov](mailto:DCS@dfi.wa.gov)**

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.