



## 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. If changing sponsorship, the Mortgage Loan Originator must update employment history section of MU4.
4. If moving from one company to another, the Mortgage Loan Originator or previous employer must terminate previous sponsorship through the NMLS.
5. If changing residence address, the Mortgage Loan Originator must update residence address on MU4 as well as residence address history section through the NMLS.
6. 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.
7. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
8. 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 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).

**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 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.