



Amendment Checklist Jurisdiction-Specific Requirements



WASHINGTON MORTGAGE BROKER BRANCH LICENSE

Instructions

1. File all amendments through NMLS. The following amendments have special instructions and require items sent outside of the NMLS:
 - Change or Addition or Trade Name (“dba”)
2. DFI does not charge any fees for branch amendments at this time.
3. Filing an amendment through the NMLS does **not** authorize you to conduct business with the changes requested. You must receive authorization from DFI before conducting business with the changes requested.
4. If the branch is adding or changing a trade name (“dba”) that your company has not already licensed, please contact the Washington Department of Licensing (DOL) at (360) 902-3600 or online at www.dol.wa.gov to amend your Washington State Master Business License. DFI will verify information directly with DOL.
5. 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 BROKER BRANCH AMENDMENT ITEM
<input type="checkbox"/>		SURETY BOND RIDER. (for branch Trade Name (“dba”) change or addition). If the new trade name (“dba”) for the branch isn’t currently licensed by your company in Washington, submit an original rider to your existing Mortgage Broker surety bond adding the trade name (“dba”) to the surety bond.

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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.