



## Individual New Application Agency Requirements



### WASHINGTON DESIGNATED BROKER REGISTRATION

This document includes instructions for a Washington Designated Broker Registration new application request. This registration is reserved for individuals appointed by a Mortgage Broker licensee or applicant to serve in the position of Designated Broker.

Total Designated Broker Registration Application costs: \$30 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. You will also pay an additional \$36.25 if you authorize a criminal background check at time of application. Fees collected through the NMLS ARE NOT REFUNDABLE.

#### **Use the checklist below to complete the requirements for Washington DFI.**

The checklist provides instructions and requirements for specific pieces of information to be entered in NMLS, documents required to be uploaded into NMLS, as well as the document required to be faxed or emailed directly to Washington DFI.

For help with submitting the application, see the [Quick Guide for submitting a complete Individual Form](#) through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

The checklist below must be received within 5 business days of the electronic submission of your application through the NMLS via **ONLY** fax or email.

***Please deliver via fax or email, not both.***

Fax:

(360) 664-2258

Email:

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

Individual NMLS Number: \_\_\_\_\_

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

Applicant's phone number: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WASHINGTON DESIGNATED BROKER REGISTRATION
N/A	<input type="checkbox"/>	N/A	<p><b>Pre-License Testing:</b> Contact PearsonVue directly to register for the Washington Designated Broker test at: <a href="http://www.pearsonvue.com/">http://www.pearsonvue.com/</a></p> <p><b><i>This test is not the same as any of the MLO Tests</i></b></p>
N/A	NO ATTACHMENT	N/A	<p><b>Pre-License Qualifications:</b> What year did you receive your high school diploma or equivalent (e.g. "GED")?</p> <p>_____</p> <p>(year)</p> <p>See WAC 208-660-350(1) or WAC 208-620-710 for alternative to the diploma.</p>
N/A	<input type="checkbox"/>	N/A	<p><b>Proof of Experience:</b> Upload W2 or 1099 forms to demonstrate at least 2 years of experience in the residential mortgage loan industry within the past five years. See WAC 208-660-250(1)(e). The upload should be under the document type <u>Verification of Experience</u> of the Individual Form.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Non-US Citizen:</b> Upload the document authorizing work in the US if you are <b>not</b> a US Citizen. The upload should be under the document type <u>Legal Name/Status Documentation</u> of the Individual Form (MU4).</p>
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>Disclosure Questions:</b> For any "yes" answer to the disclosure questions, a written response must be provided on the MU4. Supporting documents (in PDF form) should be uploaded into NMLS.</p>

Washington DFI staff will review the filing and all required documents and communicate with you through NMLS.

**WHO TO CONTACT** – For Washington specific questions concerning licensure, contact DFI at 360-902-8703 options 2, 3, 1 or [DCS@dfi.wa.gov](mailto:DCS@dfi.wa.gov).