



## Amendment Checklist Agency Requirements



### WASHINGTON MORTGAGE BROKER LICENSE

#### Instructions

When making changes to your record in NMLS, be aware that Washington requires 20 days advance notification for changes to:

- Legal Name
- Trade Name
- Legal Status
- Ownership change of 10% or more

Changes to several parts of your record require action(s) or document(s) outside of NMLS.

If the change isn't listed on the checklist below, no additional item(s) must be provided to Washington. Provide the checklist or documents **only** if instructed to on the checklist.

#### Fees

Washington collects amendment fees for the following changes through NMLS during filing:

- Change of Qualifying Individual: \$25
- Addition of Officer or Owner:
  - FBI Criminal Background Check fee: \$36.25 per control person
  - Credit Report fee: \$15 per control person

All fees collected through NMLS ARE NOT REFUNDABLE.

#### How to submit Agency specific documents

For document(s) required outside NMLS, mail the document(s) and the checklist within 5 business days to the following address:

*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*

Licensee's NMLS #: \_\_\_\_\_

Licensee Legal Name: \_\_\_\_\_

Review only the section(s) relevant to the change(s) you are or have submitted.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM – MORTGAGE BROKER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CORPORATE NAME CHANGE.</b> Submit an ACN for a Corporate Name change on the Company form in NMLS. 20 days' notice must be given.</p> <ul style="list-style-type: none"> <li>• Contact the Washington Secretary of State, Division of Corporations at <a href="http://www.secstate.wa.gov">www.secstate.wa.gov</a> to change the company's legal name. DFI will verify information directly with SOS.</li> <li>• Surety Bond Rider               <ul style="list-style-type: none"> <li>○ If your surety bond has been converted to an Electronic Surety Bond on NMLS, contact your surety bond producer to inform them of the legal name change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</li> <li>○ If your surety bond has not been converted to an Electronic Surety Bond on NMLS, mail an original surety bond rider which changes your company's corporate name.</li> </ul> </li> <li>• Mail original Alternative Certificate of Compliance or Trust Account Form reflecting the new name of the company.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>TRADE NAME ADDITION, MODIFICATION OR REMOVAL.</b> Submit an ACN for a Trade Name change on the Company form in NMLS. 20 days' notice must be given.</p> <ul style="list-style-type: none"> <li>• Contact WA Business License Services at <a href="http://www.bls.dor.wa.gov">www.bls.dor.wa.gov</a> to add, modify or remove the trade name from your WA business license. DFI will verify the information directly with BLS.</li> <li>• Washington will not approve a trade name if it is the same or similar to another existing licensee's name.</li> </ul> <p><i>No documents are required outside NMLS for this change.</i></p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>OWNERSHIP CHANGE.</b> Submit an ACN for a change in direct ownership of 10% or more on the Company form in NMLS. 20 days must be given.</p> <ul style="list-style-type: none"> <li>• Authorize a Criminal Background Check (CBC) through NMLS for each new owner identified in the "Direct Owner/Executive Officer" section.               <ul style="list-style-type: none"> <li>○ After submission of the company form, schedule an appointment to be fingerprinted if new prints are required, or take no additional action if able to 'Use Existing Prints' to process CBC.</li> </ul> </li> </ul> <p>See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p>

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>LEGAL STATUS CHANGE.</b> Submit an ACN for a Legal Status change on the Company Form in NMLS. 20 days' notice must be given.</p> <p><i>No documents are required outside NMLS for this change.</i></p>
<b>ADDITIONAL AMENDMENT ITEMS - MORTGAGE BROKER</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>PHYSICAL ADDRESS CHANGE.</b></p> <ul style="list-style-type: none"> <li>• If the company's bond is on the form which lists its NMLS and UBI numbers or the bond is converted to an Electronic Surety Bond on NMLS, no bond rider or documents are required outside NMLS.</li> <li>• If the company's bond is on the form which does not list its NMLS and UBI numbers, mail an original surety bond rider change the address on the surety bond.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDING AN OFFICER (CONTROL PERSON).</b></p> <ul style="list-style-type: none"> <li>• Enter the individual in the "Direct Owner/Executive Officer" section of the Company Form (MU1) in NMLS.</li> <li>• Authorize a Criminal Background Check (CBC) through NMLS for each new officer identified in the "Direct Owner/Executive Officer" section. <ul style="list-style-type: none"> <li>○ After submission of the company form, schedule an appointment to be fingerprinted if new prints are required, or take no additional action if able to 'Use Existing Prints' to process CBC.</li> </ul> </li> </ul> <p>See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DESIGNATED BROKER (QUALIFYING INDIVIDUAL) CHANGE.</b></p> <ul style="list-style-type: none"> <li>• Email a copy of the Designated Broker test passage certificate to <a href="mailto:DCS@dfi.wa.gov">DCS@dfi.wa.gov</a></li> <li>• Upload W2 or 1099 forms to demonstrate at least two 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 (MU4).</li> <li>• Apply for the Designated Broker Registration and submit sponsorship for the DB Registration through NMLS</li> <li>• Enter the new Designated Broker in the Qualifying Individual section of the Company form for Washington and remove the former Designated Broker.</li> <li>• Mail a new Alternative Certificate of Compliance or Trust Account form signed by the new Designated Broker.</li> </ul>

**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).