



## 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 \$39 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

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

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WASHINGTON DESIGNATED BROKER REGISTRATION
	<input type="checkbox"/>		<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> <b><i>This test is not the same as any of the SAFE Tests</i></b>
	NO ATTACHMENT		<b>Pre-License Qualifications:</b> What year did you receive your high school diploma or equivalent (e.g. "GED")?  _____ (year) See WAC 208-660-350(1) or WAC 208-620-710 for alternative to the diploma.
	NO ATTACHMENT		<b>Compensation:</b> How are you paid by your company?  <input type="checkbox"/> W2 <input type="checkbox"/> 1099
	<input type="checkbox"/>		<b>Proof of Experience:</b> Designated Broker must demonstrate at least two years experience in the residential mortgage loan industry within the last five years. Acceptable proof is limited to W-2 or 1099 forms which match your work history on your MU4 form. See WAC 208-660-250(1)(e)
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Citizenship:</b> If you are <b>not</b> a US Citizen, provide a copy of the document which authorizes you to work in the US (e.g. "green card")
<input type="checkbox"/>		<input type="checkbox"/>	<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.

The regulator will review your application and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS view the ([License Status Quick Guide](#)) for further instruction.

**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.

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