



## New Application Checklist Jurisdiction-Specific Requirements



### WASHINGTON CONSUMER LOAN BRANCH LICENSE

#### Instructions

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS.
2. Each individual originating mortgages, according to Washington State statute, needs to be separately authorized and will require a filing of Form MU4 through the NMLS. (Note: As a Consumer Loan company, your W-2 status employees are also exempt; therefore, licensure is voluntary for them. Your 1099 status independent contractors are not exempt; therefore, they must apply for a Loan Originator license.)
3. If this branch location is using a trade name (“dba”) not used by any other licensed location in Washington, contact the Washington Department of Licensing at <http://www.dol.wa.gov> to register the trade name on your Master Business License.
4. You are responsible for reviewing the Washington Consumer Loan Act (RCW 31.04) and accompanying rules (WAC 208-660) to ensure familiarity and compliance. You’ll find these documents linked online at <http://www.dfi.wa.gov/cs/loan.htm>
5. Total Consumer Loan Branch license costs: \$604.46 including the NMLS processing fee.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
7. 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

**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.

NMLS Unique ID Number: \_\_\_\_\_

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

ATTACHED	NOT APPLICABLE	WASHINGTON CONSUMER LOAN BRANCH LICENSE ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>FINANCIAL STATEMENTS.</b> Provide a financial statement prepared in accordance with Generally Accepted Accounting Principles (GAAP), as of the most recent quarter end. Financial statements should include a Balance Sheet, Income Statement or Statement of Cash Flow, and all relevant notes thereto. If applicant is a start-up company, include the method and source of capitalization.
<input type="checkbox"/>		<b>SURETY BOND RIDER.</b> Provide an original rider to your existing Consumer Loan company surety bond for Washington. The rider must add this branch address, and add any additional trade name (“dba”) used by this branch. NOTE: If the licensee is making loans not secured by real estate, the amount of the bond must also be increased. See WAC 208-620-320 for details.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the company or any Control Person. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.