



## New Application Checklist Jurisdiction-Specific Requirements



### WASHINGTON DESIGNATED BROKER LICENSE

#### Instructions

1. This license is reserved for those individuals who have been appointed by a Mortgage Broker licensee or applicant to serve in the position of Designated Broker. If you have not been appointed as a Designated Broker, please use the Loan Originator application instead.
2. The Designated Broker must be listed in the Qualifying Individual section of Form MU1. This person must also submit a MU4 filing in the NMLS and provide the attachments listed on this checklist.
3. The Designated Broker must submit a MU4 filing in the NMLS using the Designated Broker (not Loan Originator) license type and provide the attachments listed on this checklist.
4. The company must submit a Sponsorship Request in the NMLS for the Designated Broker's license request.
5. New applicants after July 31, 2009 must pass both the SAFE National and Washington component tests as well as the Washington Designated Broker test prior to applying for a license. If the applicant passed Washington's Loan Originator or Designated Broker test administered by PearsonVue prior to July 31, 2009, he or she may submit the passage certificate in lieu of the SAFE Washington component test and the Washington Designated Broker test.
6. You are responsible for reviewing the Washington Mortgage Broker Practices Act (RCW 19.146) 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/mortgage.htm>
7. Total Designated Broker license costs: \$30 including the NMLS processing fee.
8. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
9. 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 DESIGNATED BROKER LICENSE ITEM
<input type="checkbox"/>		<p><b>FINGERPRINT CARD.</b> As a Designated Broker, you must provide a fingerprint card on the “Applicant” format offered by the Federal Bureau of Investigations (FBI). See the attached instructions for completing the card properly.</p> <p><b>NOTE:</b> If you held a WA Designated Broker license in 2008 which wasn’t renewed, you may need to submit a new fingerprint card. Please contact DFI at (360) 902-8703 to determine if a new fingerprint card is needed.</p>
<input type="checkbox"/>		<p><b>PRE-LICENSE TESTING.</b></p> <ul style="list-style-type: none"> <li>• SAFE National Test</li> <li>• SAFE Washington component test *If you passed Washington’s Loan Originator or Designated Broker test administered by PearsonVue prior to July 31, 2009, you may submit your test passage certificate in lieu of the SAFE Washington component test.</li> <li>• Washington Designated Broker Test: Contact PearsonVue directly to register for this test at: <a href="http://www.pearsonvue.com/">http://www.pearsonvue.com/</a> *If you passed Washington’s Designated Broker test administered by PearsonVue prior to July 31, 2009, you may submit your test passage certificate in lieu of the Washington Designated Broker test..</li> </ul>
<input type="checkbox"/>		<p><b>PRE-LICENSE EDUCATION.</b> Enter the year you received your high school diploma or equivalent (e.g. “GED”).</p> <hr/> <p>As a Designated Broker, you must be 18 years or older, and have a high school diploma or equivalent. See WAC 208-660-250(1) for more information, including an alternative to the diploma.</p>
<input type="checkbox"/>		<p><b>PROOF OF EXPERIENCE.</b> As the Designated Broker, you must prove at least two years experience in the residential mortgage loan industry within the last five years. Preferred proof includes W-2 or 1099 forms. See WAC 208-660-250(1)(e) for details.</p>
<input type="checkbox"/>		<p><b>CONTINUING EDUCATION:</b> If you held a WA Designated Broker or Loan Originator license in 2008 which wasn’t renewed, please provide either your Continuing Education certificates or the Continuing Education Declaration for 2008.</p> <p>If you did not hold a WA Designated Broker or Loan Originator license in 2008, no Continuing Education is required with your application.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ACTIVITY DECLARATION:</b> If you held a WA Designated Broker or Loan Originator license in 2008 which wasn’t renewed, please provide a Declaration of Activity.</p> <p>If you did not hold a WA Designated Broker or Loan Originator license in 2008, no Declaration of Activity is required with your application. <a href="#">Click to download form.</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions on your MU4 filing. 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.</p>