Instructions

When making changes to your record in NMLS, be aware that Washington requires 10 days advance notification for changes to:

- Physical Address
- Trade Name

All changes to branch records do not require action(s) or document(s) outside of NMLS.

Fees

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

- Physical Address Change: $106.71
- Trade Name Addition: $106.71

All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

All changes are made in NMLS and do not require sending anything outside of NMLS.

WHO TO CONTACT – For Washington specific questions concerning licensure, contact DFI at 360-902-8703, options 2, 3, 1.

Contact DFI’s Accessibility Coordinator at accessibility@dfi.wa.gov or (360) 902-0506 to obtain this document in an alternative format.