Instructions

1. Nothing is required outside NMLS for any amendment. See attached checklist for requirement documentation to provide DFI.

2. All “yes” answers to any disclosure questions will require a written explanation in NMLS and applicable supporting documents (in PDF form) must be uploaded into NMLS.

3. When the Designated Broker is changing companies for which he/she is Designated Broker, the following items must be completed:
   - The DB must update his/her employment section on the Individual Form (MU4).
   - The DB must confirm the email address listed in the following locations in the NMLS:
     - Home Tab>My Account>Update User Profile
     - Filing Tab>Individual>Identifying Information
   - The DB must terminate the “Relationship” with the former employer in the NMLS if the former employer hasn’t already done so.
   - The DB must provide the new employer access to his/her record in the NMLS
   - The DB’s new employer is required to submit a “Sponsorship” request through the NMLS for his/her Designated Broker Registration.

4. Filing a sponsorship request through NMLS does not allow you to conduct business with the new sponsor. You must receive authorization from DFI, indicated by the sponsorship status reading “Accepted” in NMLS before conducting business.

This document is a guide for the amendment requirements.
It should not be provided to WA DFI.

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

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>WASHINGTON DESIGNATED BROKER REGISTRATION AMENDMENT ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Legal Documents (name change only):</strong> Upload a copy of legal name change documents which support your name change (i.e. marriage certificate, divorce decree). This upload should be under the document type: Legal Name/Status Documentation of the Individual Form (MU4).</td>
</tr>
</tbody>
</table>

**WHO TO CONTACT** – For Washington specific questions concerning licensure, control DFI at 360-902-8703 options 2, 3, 1 or DCS@dfi.wa.gov

*This document is a guide for the amendment requirements.*

*It should not be provided to WA DFI.*