Instructions

1. Companies exempt from licensing under the Washington Consumer Loan Act may register the company with DFI through the NMLS. This exempt company registration is **OPTIONAL** unless you employ loan originators who must be licensed.

2. The Registered Agent entered on Form MU1 must be the same person recorded with the Secretary of State. If you are not an out of state company and are not required to register with the Secretary of State, list the individual listed as the **Contact Person** for the company on Form MU1.

3. At least one Individual must be listed in the **Direct Owner/Executive Officer** section of Form MU1 and be listed as a **Control Person** with a Form MU2 completed. This individual should have the authority to make decisions on behalf of the company.

4. The **Qualifying Individual** section of Form MU1 can be left blank.

5. You are responsible for reviewing the Washington Consumer Loan Act (RCW 31.04) and accompanying rules (WAC 208-620) to ensure familiarity and compliance.

6. Total registration costs: $100 NMLS processing fee for Form MU1 (headquarters) and $20 NMLS processing fee for each Form MU3 (branch location). All fees are collected through the NMLS and ARE NOT REFUNDABLE.

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

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:** ______________________________________

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<th>ATTACHED</th>
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<td>PRE-REQUISITE LICENSES.</td>
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<td>MASTER BUSINESS LICENSE- Your company must obtain a Master Business License issued by the Washington Department of Licensing <a href="http://www.dol.wa.gov">www.dol.wa.gov</a> Enter your UBI number from your Master Business License below:</td>
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<td>SECRETARY OF STATE AUTHORITY- If your company is not a sole proprietorship, you must register the company with the Washington Secretary of State’s office, <a href="http://www.secstate.wa.gov">www.secstate.wa.gov</a></td>
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<td>DISCLOSURE QUESTIONS. 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.</td>
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<td>EVIDENCE OF EXEMPTION. Provide written evidence to support your company’s claim for exemption.</td>
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<td>SURETY BOND. If the applicant employs mortgage loan originators who need to be licensed, the company can obtain a surety bond to cover those loan originators. If a company elects not to obtain a surety bond, each individual mortgage loan originator must obtain his or her own surety bond.</td>
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**WHO TO CONTACT** – Contact Washington DFI licensing staff by phone at (360) 902-8703 or send your questions via e-mail to DCS@dfi.wa.gov for additional assistance.

**THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**