Individual Amendment Checklist
Agency Requirements

WASHINGTON MORTGAGE LOAN ORIGINATOR LICENSE

This document includes instructions for making changes to an existing Washington Mortgage Loan Originator (MLO) license. All changes must be filed through NMLS.

The only fee to change a MLO license is for a new sponsorship which costs $80 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

Information/Instructions for Washington DFI

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

- 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.

- If you are changing employers, the following items must be completed:
  - Update the Employment History section on your Individual Form (MU4).
  - Confirm the email address listed in the following locations in NMLS:
    - Home Tab>My Account>Update User Profile
    - Filing Tab>Individual>Identifying Information
  - Terminate the “Relationship” with your former employer in NMLS if your former employer hasn’t already done so.
  - Provide your new employer access to your record in NMLS
  - Your new employer must submit a “Sponsorship” request through NMLS.

- Filing a sponsorship request through NMLS does not authorize you to conduct business with the new sponsor. You must receive authorization from DFI, signed 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.
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<th>FILED IN NMLS</th>
<th>WASHINGTON MORTGAGE LOAN ORIGINATOR AMENDMENT</th>
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<td><strong>Legal Documents (name change only):</strong> Upload a copy of legal name change documents which support your name change (ex: marriage certificate, divorce decree). <strong>Upload in NMLS:</strong> under the Document Type Legal Name/Status Documentation in the Document Uploads section of the Individual Form (MU4).</td>
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**WHO TO CONTACT** – For Washington specific questions concerning licensure, control DFI at 360-902-8703 options 2, 3, 1 or DCS@dfi.wa.gov.

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