



Get a Branch Manager or Designated Broker endorsement.

Online: <https://professions.dol.wa.gov>

Or mail this completed form and required documents to:

Real Estate Licensing
Department of Licensing
PO Box 9021
Olympia, WA 98507



If you are currently licensed as a managing broker, include the release of your license from the previous firm.

For questions or language help call: (360) 664-6500 or (360) 664-6488

Type of endorsement

- Branch manager
Designated broker

Applicant information-Incomplete applications will not be processed.

Form with fields for Name, Date of birth, Phone number, Email, Home address, Mailing address, and Military status.

Legal background

Form with questions about legal background and actions taken against licenses.

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Signature line with 'X' and date/place field.

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the State of Washington.

**Employing firm/Branch office information**

TYPE or PRINT Firm/Branch office name		(Area code) Phone number
Firm license or UBI/UBI Business ID/UBI Location ID (16 digits)		
Mailing address where applicant will be licensed ( <i>Street address or PO Box, City, State, ZIP code</i> )		
Physical address, if different ( <i>Street address, City, State, ZIP code</i> )		
Designated broker name as it appears on your license		License number
Branch manager name as it appears on your license		License number
Endorsement 1. Are you applying to be the branch manager at the office location listed above? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Are you applying to be the designated broker at the firm listed above? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 3. If applying for endorsement of designated broker, do you have a controlling interest in the firm? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

	TYPE or PRINT Name
	<b>X</b>
Date and place	Designated broker/Branch manager signature

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the State of Washington.

**NOTICE:** The Department of Licensing may enter your real estate firm’s licensed office location at reasonable times to inspect the records that you are required to keep by the statutes and rules that govern the license for which you are applying. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing the Department with the requested documents and a written explanation of the matter contained in a complaint upon the Department’s request.