



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: TYPE or PRINT Name (as it appears on your license), Date of birth (mm/dd/yyyy), 10-digit phone number, Email, Home address (Street address, City, State, ZIP code), Mailing address, if different (Street address or PO Box, City, State, ZIP code)

Legal background

Answer the following
Answer the questions below. If you answer "Yes," attach a detailed explanation.
1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? Yes No
2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) Yes No

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

Date and place
Applicant signature (with X mark)

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		10-digit phone number
Firm license or UBI/UBI Business ID/UBI Location ID (16 digits)		
Mailing address where applicant will be licensed (Street address or PO Box, City, State, ZIP code)		
Physical address, if different (Street address, City, State, ZIP code)		
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? . . . . .	Yes	No
2. Are you applying to be the designated broker at the firm listed above? . . . . .	Yes	No
3. If applying for endorsement of designated broker, do you have a controlling interest in the firm? . . . . .	Yes	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.