



# WA Currency Exchange New Application Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who Is Required To Have This License?

Your company needs this license if you exchange the money of one government for money of another government or hold oneself out as able to exchange the money of one government for money of another government

[RCW 19.230.080](#)

### Activities Authorized Under This License

This license authorizes the following activities...

- Transporting Currency
- Foreign Currency Dealing or Exchanging

### Pre-Requisites for License Applications

**A Surety Bond is required for all Currency Exchangers that conduct online Currency Exchange.** An online currency exchanger is defined by the Department as “a currency exchanger who provides currency exchange services remotely, whereby the provision of the currency to the consumer is not an over the counter transaction.”

- Each online Currency Exchanger licensee shall maintain a surety bond in an amount based on the previous year's money transmission dollar volume. The minimum surety bond must be at least ten thousand dollars, and not to exceed fifty thousand dollars. **The penal sum of the bond must be calculated quarterly during the first year and thereafter annually.** The director may adopt rules to implement this section.
- Register as a Money Services Business (MSB) with the US Treasury Department – MSBs must register with the United States Treasury Department within 180 days of the start of operations. Information regarding MSB responsibilities under federal law can be obtained at [http://www.fincen.gov/financial\\_institutions/msb/](http://www.fincen.gov/financial_institutions/msb/) or request a package of information by phoning 1-800-949-2732.

- Master Business License – Your Company must obtain a Master Business License issued by the Washington State Department of Revenue, Business Licensing Service (BLS) at 1-800-451-7985 or <http://bls.dor.wa.gov> . You must register trade names (“DBA”) on your Master Business License as well. You’ll find your Unified Business Identifier (UBI) number on the Master Business License
- Washington Secretary of State – If your company is not a sole proprietorship, you must register the company with the Washington Office of the Secretary of State <http://www.secstate.wa.gov> .
- Department of Revenue – Go out to the Washington DOR website, <http://dor.wa.gov/content/doingbusiness/registermybusiness/> , to see if your business is required to register with them. If you meet the requirements listed then you must register before applying for the license.

**WA DFI does not issue paper licenses for this license type. You will receive a copy of the license via email.**

### Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

### Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

### Agency Contact Information

Contact *Consumer Service* licensing staff by phone at [360-902-8703](tel:360-902-8703) or send your questions via email to [CSLicensing@dfi.wa.gov](mailto:CSLicensing@dfi.wa.gov) for additional assistance.

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

**LICENSE FEES** - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	WA Currency Exchange	Submitted via...
<input type="checkbox"/>	<p><b>WA Application Fee:</b> \$1,000.00</p> <p><a href="#">See WAC 208-690-130</a></p> <p><b>NMLS Initial Processing Fee:</b> \$100</p>	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>Credit Report for Control Persons:</b> \$15 per control person.	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>Criminal Background Check:</b> \$36.26 per person	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<p><b>Uniform Authorized Agent Reporting Annual Processing Fee:</b> An annual fee of twenty-five cents (\$0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st.</p> <p>There is no fee for the first 100 active agents reported (Companies with 100 agents or less are not subject to the UAAR Processing Fee).</p> <p>The fee is capped at \$25,000 per licensee in any one year.</p> <p>The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline).</p> <p>See the <a href="#">Uniform Authorized Agent Reporting Processing Fee Fact Sheet</a> for more information.</p>	<b>NMLS (Agency Fee Invoice)</b>
<input type="checkbox"/>	<p><b>Addition of Authorized Agents reported at time of licensing:</b> An additional fee of \$100.00 will be charged for each additional location where you or an authorized agent will provide money services, up to a maximum of five thousand dollars. <b>WAC 208-690-130</b></p>	<b>NMLS (Agency Fee Invoice)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	WA Currency Exchange	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Company Form (MU1):</b> Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Financial Statements:</b> Required financial documentation needed:</p> <ul style="list-style-type: none"> <li>• Current financial statements as of the most recent quarter end for the business.</li> <li>• Most recent financial statements for the past 2 years.</li> </ul>	<p><b>NMLS</b></p> <p>Upload under Financial Statement Summary in the Company Form (MU1)</p>

	<ul style="list-style-type: none"> <li>Upload documentation supporting your method and source of capitalization (where the funding for your business comes from). – Upload these under “<b>Document Samples</b>” in the <b>Document Uploads section of the company MU1</b></li> </ul>	
<input type="checkbox"/>	<p><b>Other Trade Name:</b> If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Washington DFI does not limit the number of other trade names.</p> <p><b>See WAC 208-690-030 (8)</b></p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Resident/Registered Agent:</b> Not required for Currency Exchanger companies whose corporate location is in Washington. If the corporate location is out of state, the Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) and must match the information currently on record with Washington Secretary of State</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Primary Contact Employees:</b> The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> <li><b>Primary Company Contact.</b></li> <li><b>Primary Consumer Complaint Contact.</b></li> </ol>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Approvals and Designation:</b> Enter the company MSB registration number on the FinCEN Registration line (list confirmation # and filing date). Enter your Unified Business License number (UBL number) on the “Other Approval/Designation” line.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Bank Account:</b> Identify the account that is used for the currency exchange activities. The account must be in the name of the applicant</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). (eg: if your company has two orders/agreements they entered into with other states, the company must report two separate explanations and attach the legal documentation for each order/agreement under the appropriate explanation)</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<p><b>Qualifying Individual:</b> Enter your Responsible Individual (RI) in the Qualifying Individual section. This is the individual who is employed by the licensee and has principal managerial authority over the provision of money services by the licensee in this state. The Responsible Individual must:</p> <ul style="list-style-type: none"> <li>Be a citizen of the United States or have legal immigration status to work in the United States;</li> <li>Hold W-2 employee status with the licensee;</li> <li>Be knowledgeable of the laws and rules implementing the act; and</li> <li>Be responsible for the company's compliance with applicable</li> </ul>	<b>NMLS</b> Uploaded any required documentation under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

	<p>state and federal laws, rules and regulations.</p> <p>See WAC 208-690-014(2)</p> <p>If the QI is not a U.S. Citizen, upload documentation of the person’s right to work in the U.S. Examples of acceptable documentation:</p> <ul style="list-style-type: none"> <li>• Employment Authorization Document</li> <li>• Permanent Resident Card</li> <li>• Visas of type H-1B, L-1B or P</li> </ul>	
<input type="checkbox"/>	<p><b>Control Person (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p><b>Credit Report:</b> Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1). <a href="#">Click here for instructions</a></p>	NMLS
<input type="checkbox"/>	<p><b>Criminal Background Check (Fingerprints):</b> Individuals in a position of control are required to authorize a criminal background check (submit fingerprint) through NMLS. <a href="#">Click here for instructions</a></p>	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	WA Currency Exchange	Submitted via...
<input type="checkbox"/>	<p><b>AML/BSA Policy:</b> Upload an Anti-Money Laundering (AML) / Bank Secrecy Act (BSA) Policy. Include an independent review if available.</p> <p>This document should be named (company name – AML Policy <i>Internally Approved Date mm-dd-yyyy</i>).</p> <ul style="list-style-type: none"> <li>• The AML/BSA Policy must have a company risk assessment included or as a stand-alone document. The risk assessment should evaluate all risk areas of the company, including areas such as products, services, customers, entities, volume, and geographic locations; include steps the company will take to mitigate the risks; and the Risk Rating for the policy.</li> </ul>	<p><b>Upload in NMLS:</b> under the Document Type <u>AML/BSA Policy</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Business Plan:</b> Upload a business plan outlining the following information:</p> <ul style="list-style-type: none"> <li>• Executive summary of the business</li> <li>• Products/Services intended to be offered under the license</li> <li>• Target markets and marketing strategies, including fee schedule</li> <li>• Management and organization of the business</li> <li>• Operational plan, including flowchart of a typical transaction</li> </ul>	<p><b>Upload in NMLS:</b> under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

	<ul style="list-style-type: none"> <li>• <b>Assessment Tracking:</b> Provide your method for tracking Washington business separately from business conducted in other states. This is for the purpose of annual reporting and calculating surety requirements.</li> <li>• <b>List of Currencies:</b> Provide a list of currencies the applicant will be exchanging money to and from</li> <li>• <b>12 Month’s Currency Exchange:</b> Provide a written statement with the one-line dollar figure that represents the total volume of Washington State currency exchanges that were conducted over the previous 12 months.</li> <li>• <b>Agent Contract:</b> Sample contract for independent authorized delegates</li> <li>• A full description of the screening process used by the applicant in selecting independent authorized delegates, including any forms used, and the method used to screen for criminal history</li> </ul> <p>This document should be named <i>[Company Legal Name] Business Plan</i>.</p> <p><b>Note:</b> If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.</p>	
<input type="checkbox"/>	<p><b>Document Samples:</b> Upload copies of the following sample documents used in the regular course of business in connection with this license:</p> <ul style="list-style-type: none"> <li>• Currency Exchange receipts</li> </ul> <p>WAC-690-200</p>	<p><b>Upload in NMLS:</b> under <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Management Chart:</b> Submit a Management chart displaying the applicant’s organization/divisions, directors, officers, and managers (individual name and title). This document should be named <i>[Company Legal Name] Management Chart</i>.</p> <p><b>Note:</b> If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Organizational Chart/Description:</b> Submit a chart showing (or a description which includes) the percentage of ownership of:</p> <ul style="list-style-type: none"> <li>• <b>Direct Owners.</b> List all individuals or entities with a 10% or more ownership interest in the company. Total direct ownership percentage must equate to 100%.</li> <li>• <b>Indirect Owners.</b> List all individuals or entities with a 10% or more Indirect ownership interest in the company</li> <li>• <b>Subsidiaries and Affiliates</b> of the applicant/licensee</li> </ul> <p>See the definition of Principal under WAC208-690-010</p> <p>This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p> <p><b>Note:</b> If the existing uploaded Organizational Chart/Description already</p>	<p><b>Upload in NMLS:</b> under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

	includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.													
<input type="checkbox"/>	<p><b>Surety Bond – Online Currency Exchangers only:</b> Submit an Electronic Surety Bond via NMLS in the amount of \$10,000 furnished &amp; submitted by a surety company authorized to conduct business in Washington.</p> <p>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p> <p>This document should be named <i>Surety Bond to Operate Money Services Business</i></p> <p><i>Surety bond must be calculated at ten thousand dollars for every one million dollars of Washington Currency Exchange conducted. The minimum surety bond is \$10,000; the maximum amount is \$50,000. See WAC 208-690-041.</i></p> <p><b>Surety Bond Requirements Table</b></p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Bond Amount</th> </tr> </thead> <tbody> <tr> <td>Zero - \$999,999.99</td> <td>\$10,000</td> </tr> <tr> <td>\$1,000,000 - \$1,999,999.99</td> <td>\$20,000</td> </tr> <tr> <td>\$2,000,000 - \$2,999,999.99</td> <td>\$30,000</td> </tr> <tr> <td>\$3,000,000 - \$3,999,999.99</td> <td>\$40,000</td> </tr> <tr> <td>\$4,000,000 or more</td> <td>\$50,000</td> </tr> </tbody> </table>	Amount	Bond Amount	Zero - \$999,999.99	\$10,000	\$1,000,000 - \$1,999,999.99	\$20,000	\$2,000,000 - \$2,999,999.99	\$30,000	\$3,000,000 - \$3,999,999.99	\$40,000	\$4,000,000 or more	\$50,000	Submit Electronically through NMLS
Amount	Bond Amount													
Zero - \$999,999.99	\$10,000													
\$1,000,000 - \$1,999,999.99	\$20,000													
\$2,000,000 - \$2,999,999.99	\$30,000													
\$3,000,000 - \$3,999,999.99	\$40,000													
\$4,000,000 or more	\$50,000													

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	WA Currency Exchange	Submitted via...
<input type="checkbox"/>	<p><b>Third Party Investigatory Background Checks:</b> If any control person does not or has not resided in the US for at least 5 years, an investigative background report must be prepared by and acceptable search firm and submitted directly to the Department in addition to other background information required in the application. At a minimum, the report must contain the following:</p> <ul style="list-style-type: none"> <li>• A comprehensive credit report/history</li> <li>• Civil court and bankruptcy court records for the past 5 years, including a search of the court data in the country(ies), states, towns, where the individual resided and worked and in contiguous areas</li> <li>• Criminal records for the past 5 years, including felonies, misdemeanors and violations including a search of the court data in the country(ies), states, towns, where the individual resided and worked and in contiguous areas</li> </ul>	<p><b>Email Directly to DFI</b>  <a href="mailto:CSLicensing@dfi.wa.gov">CSLicensing@dfi.wa.gov</a></p>
<input type="checkbox"/>	<p><b>Declaration of Activity</b></p> <p>All applicants must complete and submit the Declaration Form found <a href="#">here</a>.</p>	<p><b>Email Directly to DFI</b>  <a href="mailto:CSLicensing@dfi.wa.gov">CSLicensing@dfi.wa.gov</a></p>

<p><b>NOTE</b></p>	<p><b>Information Security Program:</b> You must establish and maintain a written information security program to protect your electronic systems and any sensitive data stored on those systems.</p> <p>See WAC 208-690-240 and WAC 208-690-250</p>	<p><b>Do not submit this plan to DFI or upload into NMLS.</b></p> <p>This should be kept as part of your books and records and available upon request.</p>
<p><b>NOTE</b></p>	<p><b>Business Resumption Plan:</b> You must have a written plan that details the company's response and recovery to any event that results in damage to or destruction of books and records or a data breach.</p> <p>See WAC-208-690-280</p>	<p><b>Do not submit this policy to DFI or upload into NMLS.</b> This should be kept as part of your books and records and available upon request.</p>