

ORIGINAL LICENSE CHECKLIST

RE 216 (Rev. 7/18)

GENERAL INFORMATION

- Read appropriate license instructions carefully (RE 202A or RE 200A).
- Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- Mail completed application package and fee to:
Department of Real Estate
P.O. Box 137002
Sacramento, CA 95813-7002
- Titles of forms referenced by number. *Note:* Asterisk denotes forms available on DRE's Web site at www.dre.ca.gov.
 - RE 200 Broker License Application
 - RE 200A Broker License Application Instructions
 - RE 202 Salesperson License Application
 - RE 202A Salesperson License Application Instructions
 - *RE 206 Exam & Licensing Fees
 - *RE 237 Live Scan Service Request (Applicant)
 - *RE 237B Fingerprint Information
 - *RE 909 Credit Card Payment

SALESPERSON LICENSE

Required documents...

- RE 202 — Completed and signed by applicant.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- License fee — \$245. Fees are subject to change.
 - Cashiers' check, check, or money order made payable to: Department of Real Estate
 - RE 909 — If paying by credit card

BROKER LICENSE

Required documents ...

- RE 200 — Completed and signed by applicant.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- License fee — \$300. Fees are subject to change.
 - Cashiers' check, check, or money order made payable to: Department of Real Estate
 - RE 909 — If paying by credit card

① Make two photocopies of the copy provided. After fingerprints are completed the live scan service operator will retain the *original*. You should return the *second* copy to DRE and keep the *third* copy for your records.