

SALESPERSON EXAMINATION CHANGE APPLICATION

RE 415A (Rev. 4/21)

DRE RECEIVED DATE

DRE USE ONLY

GENERAL INFORMATION

- Please read all information before completing this application. *Type or print clearly in ink.*
- Use **eLicensing** at the DRE Web site www.dre.ca.gov to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination address.
- This application may be used to:
 - Change or correct your name. Legal verification must be submitted for name changes (i.e., copy of marriage certificate, court order, or driver's license reflecting name change from prior to current name).
 - Change or correct your mailing address when not using **eLicensing**.
 - Correct your birth date or social security number. Legal verification must be submitted. (i.e. copy of government issued ID, birth certificate, social security card, etc.)
 - Apply for *rescheduling* or *re-examination* if you have misplaced your Salesperson Exam Schedule Notice (RE 401A) or Salesperson Exam Result Notice (RE 418A) when not using **eLicensing**.
- Refer to the **Reasonable Accommodation Request** paragraph on reverse for further information and instructions should you require this service.
- If it has been over two years since you were qualified to take this examination, you must file a new application and submit qualifying documentation.

Continued on reverse side

EXAM CHANGE

CHECK APPROPRIATE BOX(ES)

FEE

- Change/Correct Examinee Name no fee
Complete #1-4, 6-10 and 14
- Change/Correct Mailing Addressno fee
Complete #1-2, 4, 6-10 and 14
- Correct Birth Dateno fee
Complete #1-2, 4, 6-10 and 14
- Correct Social Security Number.....no fee
Complete #1-2, 4-10 and 14
- Reschedule Examination *
 - First time *\$15
 - Additional Reschedules*\$30
Complete #1-2 and 4-14
- Re-Examination *\$60
Complete #1-2, 4 and 6-14
- Reasonable Accommodation Request.....no fee
(Refer to **Reasonable Accommodation Request** paragraph for information/instructions.)

*Fees are subject to change.

APPLICANT INFORMATION

1. EXAMINATION ID# (IF KNOWN)		2. EXAMINEE NAME — LAST, FIRST, MIDDLE	
3. EXAMINEE'S NEW NAME — LAST, FIRST, MIDDLE			
4. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX			
CITY		STATE	ZIP CODE
5. SOCIAL SECURITY NUMBER	6. DATE OF BIRTH (MM/DD/YYYY)	7. CURRENT PHONE NUMBER (required) ()	8. CURRENT EMAIL ADDRESS (required)
9. Have you ever applied for a California real estate exam under your current name or any other names (i.e., maiden name, former married names, AKA's, etc.)? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, list all names used:			
10A. Do you now hold or have you ever held a California real estate license?..... <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, answer 10B and complete 10C, D, E and F below.			
10B. Has your California real estate license been previously revoked? <input type="checkbox"/> NO <input type="checkbox"/> YES			
10C. TYPE OF LICENSE	10D. IDENTIFICATION NUMBER	10E. EXPIRATION DATE	10F. NAME ON LICENSE
11. EXAM AREA PREFERENCE (REFER TO WWW.DRE.CA.GOV FOR LIST OF OTHER TESTING FACILITIES THAT MAY BE AVAILABLE.) <input type="checkbox"/> SACRAMENTO <input type="checkbox"/> FRESNO <input type="checkbox"/> LOS ANGELES VICINITY <input type="checkbox"/> OAKLAND <input type="checkbox"/> SAN DIEGO <input type="checkbox"/> OTHER:		12. EARLIEST DATE YOU CAN TAKE EXAM (mm) (dd) (yyyy)	13. <i>Per the Americans with Disabilities Act, I am requesting reasonable accommodation; RE 413 and supporting documents attached.</i> <input type="checkbox"/>

Certification

I hereby certify under penalty of perjury that I am aware of, understand, and meet all examination requirements including those set forth in Section 10153 of the B&P Code and those listed on page 2. I understand that the fee remitted will not be refunded under any circumstances per Section 10207 of the B&P Code. I also understand that subverting the examination will subject me to the penalties of Sections 123, 123.5, 496, 10153.01 and 10153.1 of the B&P Code.

14. SIGNATURE OF APPLICANT

DATE

PROCESSOR #	DATE KEYED
DRE ONLY	

GENERAL INFORMATION (CONTINUED)

- You may be scheduled for only one examination date at a time. A rescheduling request removes you from your currently scheduled test.
- Business and license mailing addresses are public information and as such are posted on the Internet and made available from DRE via telephone and written requests. Please consider this when identifying such addresses.
- Refer to *Instructions to License Applicants* handbook and *Examination Description* form (RE 425) for further information, examination content and examination rules. These materials are available on the DRE Web site at www.dre.ca.gov or from any DRE office.

SCHEDULING INFORMATION

- Schedules and examination locations are subject to change.
- **Salesperson examinations are usually given:** Weekdays as needed, in Fresno, the Los Angeles vicinity, Oakland, Sacramento, and San Diego. At www.dre.ca.gov you can view a calendar of examination locations and dates currently being scheduled. Since DRE allows reschedule requests online, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore, requests cannot be guaranteed.
 - If you want the earliest possible date, indicate multiple locations on line #11 and attach a separate page stating specific dates as applicable. Include your daytime phone.
 - If you do not provide a date on line #12, you will be scheduled for the earliest available date in the area chosen.
- **Reasonable Accommodation Request** — Applicants with limitations requiring reasonable accommodation must attach Reasonable Accommodation Request for Examination (RE 413), as well as the required documentation as noted on RE 413, to the exam application and mail or fax the application, documentation, and fee to DRE for processing. **Do not attempt to schedule a reasonable accommodation exam via our Web site, as eLicensing does not provide such services.** Compliance with accommodation requests may be limited by scheduling constraints.
- Acknowledgment will not be mailed for name, address or birth date corrections/changes.

CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.

SUBVERSION OF EXAMINATION

It is a misdemeanor for any person to subvert or attempt to subvert any licensing examination. Sections 123, 123.5, 496, 10153.01 and 10153.1 of the Business and Professions (B&P) Code relate to test security and provide that DRE may deny, suspend, restrict or revoke the license of an applicant or licensee who subverts or attempts to subvert a licensing examination.

In addition to any other penalties, a person found guilty of violating Section 123 of the B&P Code shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

PAYMENT & MAILING INFORMATION

Fees are subject to change.

Fees

- Refer to form RE 206 for Exam & License Fees.

Acceptable payment methods — Cashiers' check, money order, check or credit card (Visa, American Express, Mastercard). **Do not send cash.**

- **Credit card on the DRE Web site** — Scheduling requests may be made on the Internet at www.dre.ca.gov.
- **Credit card, check or money order by mail** — A completed copy of this form should be mailed with the appropriate payment: 1) completed Credit Card Payment (RE 909) or 2) check or money order made payable to **Department of Real Estate.**

Mail To — Department of Real Estate

P.O. Box 137001
Sacramento, CA 95813-7001

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate Assistant Commissioner
1651 Exposition Blvd. Licensing & Administration
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).