

## EXAM/LICENSE APPLICATION CHECKLIST

RE 216B (Rev. 7/18)

### GENERAL INFORMATION

This checklist may be used for *either* the salesperson or broker exam/license applications.

- ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
- ✓ Application must list your legal name.
- ✓ 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 137001  
Sacramento, CA 95813-7001

✓ Titles of forms referenced by number. All of these forms are available on DRE's Web site at **www.dre.ca.gov**.

- RE 206 Exam & Licensing Fees
- RE 226 Employment Verification
- RE 227 Equivalent Experience Verification
- RE 228 Employment Certification
- RE 229 Avoid Potential Denial of Your License Application
- RE 237 Live Scan Service Request (Applicant)
- RE 237B Fingerprint Information
- RE 423 Examination Qualification Requirements
- RE 435 Salesperson Exam/License Application
- RE 435A Salesperson Exam/License Instructions
- RE 436 Broker Exam/License Application
- RE 436A Broker Exam/License Instructions
- RE 909 Credit Card Payment

### SALESPERSON APPLICANTS

#### Required documents...

- RE 435 — Completed and signed by applicant.
- Official transcripts or course completion certificates for Real Estate Principles, Real Estate Practice and/or one other required course — not needed, if previously submitted.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- License fee** — Refer to RE 206 for current fees.
  - Cashiers' check, check, or money order made payable to: Department of Real Estate
  - RE 909 — If paying by credit card.

### BROKER APPLICANTS

#### Required documents ...

- RE 436 — Completed and signed by applicant.
- Documentation to establish examination course requirements have been met. Refer to RE 423 for current requirements.
  - Official transcripts.
  - Course completion certificates.
- Documentation showing experience requirements have been met. Please note that depending on your circumstances, one or more of the forms listed below may be required.
  - RE 226 — Documenting licensed experience.
  - RE 227 — Documenting equivalent experience.
  - RE 228 — Two RE 228's are required if unable to obtain broker's signature on RE 226 form.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- License fee** — Refer to RE 206 for current fees.
  - 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.