

BROKER LICENSE APPLICATION INSTRUCTIONS

RE 200A (Rev. 2/22)

CONGRATULATIONS, you have passed your real estate license examination.

GENERAL INFORMATION

- The examination is qualifying in nature; therefore, an actual score will not be released.
- Use these instructions to complete the enclosed Broker License Application (RE 200).
- *Type or print clearly in black or blue ink. Note: Penciled applications and photocopies are not acceptable.*
- Application deficiencies such as failure to submit proper fee, completed Live Scan Service Request (RE 237) and application, will delay the issuance of your license.
- If you had a broker or broker-officer license which expired less than two years prior to the date of the examination, you were not eligible to take the examination for this license. If you have, you may have applied for the examination in error. Please contact this office for further instructions.
- You may check to verify that your license has been issued by using **eLicensing** from the Department's Web site at **www.dre.ca.gov**. Current processing timeframes for properly completed applications are posted on the Web site.
- Your license will not be issued until a report from the Department of Justice is received stating that there is no criminal history or disclosing the existence of criminal history information. If prior criminal information is disclosed in the report, further background inquiry may be required before your license is issued.
- Most forms referenced in these instructions can be obtained from the DRE Web site. Use **eLicensing's** examination result notice request to obtain a duplicate license application by selecting "Examination Services", then selecting "See Details" for the exam date in which you passed the exam, and then select "print license application".

COMPLETION INFORMATION

Part A

Verify your name and address in Part A.

- **Do not write or cross-out any information in Part A.**
- If your name as it appears in Part A is incorrect or has been changed, complete item #3 in License Information.
- If your mailing address as it appears in Part A is incorrect or has been changed, complete items #4A–4D in License Information.

License Information

- | Item # | Item Instructions |
|--------|--|
| 1 | Submission of your Social Security number or Individual Taxpayer ID number is required (see Privacy Notice). |
| 2 | Enter your date of birth. |
| 3 | You must use your legal name. Complete item #3 <i>only</i> if your name, in Part A, is incorrect or has been changed. Enter the corrected or new name as it should appear on your license. Provide documentation (i.e., copy of your drivers licenses, |

marriage certificate, etc.) showing prior and current names for any name change or discrepancy between your legal name and the name you used in applying for the examination or the name on your transcripts.

- 4 Complete item #4A–4D *only* if your address, in Part A, is incorrect or has been changed. This address (i.e., P.O. Box, residence or business address) will be used to mail your license and all correspondence from DRE. **Note:** License mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying a license mailing address.
- 5-8 Enter your telephone numbers and email address.
- 9 Mark the appropriate answer to this question. If YES is marked, list all names.
- 10 Check appropriate response. If you are not a resident of California, submit a notarized Consent to Service of Process (RE 234).
- 11-11B Mark the appropriate answers to these questions. If answer to 7B is yes, provide proof of honorable discharge for expedited processing. See page 2 of this form for more information.
- 12A Mark the appropriate answer to this question. If YES is marked, complete items #12B–12E. **Note:** You are not eligible for an original license if you have a renewal right to that license.
- 13-15 Enter the name exactly as it appears on the Fictitious Business Name Statement (FBNS) as filed with the County Clerk in the county where your main office is located. Submit a copy of the FBNS showing the "filed stamp" from the County Clerk's office.

Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our Web site to determine if the name is already in use by another broker.

- Proof of Publication is not acceptable unless it bears the county clerk's "filed" stamp.
- **Do not** list your broker's DBA if you will be working as a broker-associate.
- Legible photocopies are acceptable.
- An individual broker may not be issued a license with a DBA which implies the existence of a corporation, is otherwise misleading, or which would constitute false advertising. Refer to Commissioner's Regulation 2731.
- 16 Mark the appropriate "working status" statement.
- 17-20 Enter your primary business location (a California address). If a street address is unavailable, indicate the physical location; use the nearest intersection and the distance to it. A post office box number alone is not sufficient. If you are not a California resident and you do not maintain a California business address, leave items #17-19 blank and also submit an Out-of-State

Broker Acknowledgment (RE 235). Your main office address is public information and as such is posted on the Internet and available from DRE via telephone and written request.

21-27 **ALL** questions on page 2 must be answered and a full explanation must be provided if questions #21-27 are answered YES. Insufficient or no explanations will delay the processing of your license.

28-29 Read the Broker Certification and sign on item #28 and enter date on item #29.

FINGERPRINT INFORMATION

One set of classifiable electronic fingerprints is required from every real estate license applicant.

The application (RE 200) indicates if the fingerprint requirement must be satisfied as part of the original license application. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program.

Completion & submission of RE 237

Complete the Live Scan Service Request (RE 237) according to instructions on the form.

After you have your fingerprints taken by the live scan service provider, submit a completed copy of RE 237 with your completed original license application and the appropriate license fee.

Fees

Original license applicants who reside in California will pay a \$49 fingerprint processing directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary slightly depending on the live scan provider you choose.

Fingerprint Services (Contact the facility for fees/hours)

Many California law enforcement agencies provide electronic fingerprint services. You may obtain a complete list by visiting the Department of Justice's Web site at www.oag.ca.gov. Please note that the hours of operation for each provider may vary and an appointment may be required.

Out-of-state applicants

Out of state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card will be provided to all out of state applicants with the original license application or by contacting the Licensing Section at 877-373-4542. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed license application, license application fee, and \$49 fingerprint processing fee. The licensing application and fingerprint fees can be combined.

LICENSE FILING PERIOD

Your application, fingerprints, and license fee must be *received* within one year from the date you successfully completed your examination per Business and Professions Code §10201.6.

NOTICE ABOUT THE SAFE ACT

All DRE licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide

Multistate Licensing System & Registry (NMLS) and applicants must successfully complete the National test with uniform State content, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

RE 866 filing requirements

All DRE licensees must report to the Department of Real Estate if they make, arrange, or service loans secured by residential property, 1 to 4 units, under the authority of the Real Estate Law. The report must be made within 30 days of commencing such activity and must be completed online using form RE 866 – Mortgage Loan Activity Notification. Penalty fees can apply for failure to submit this required notification.

FEES AND MAILING INFORMATION

Fees— Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per Business and Professions Code §10207.

Acceptable payment methods— Cashiers' check, money order, check or credit card. **DO NOT SEND CASH.**

- Make check or money order payable to:
Department of Real Estate
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mail to — Department of Real Estate,
P.O. Box 137002,
Sacramento, CA 95813-7002.

DRE Licensing can be contacted toll free at **877-373-4542**.

EXPEDITED PROCESSING FOR U.S. MILITARY

Honorably discharged veterans of the U.S. Armed Forces and spouses/partners who meet the conditions under Business and Professions Code 10151.2 are eligible for expedited processing.

- In order to obtain expedited processing for veterans please submit a copy of your U.S. DD Form 214, NGB-22 form, or Honorable Discharge certificate to confirm your condition of discharge and for spouses/partners, please submit documentation of the relationship to the service member, real estate license from other jurisdiction, and current duty station orders for California when submitting the application, supporting qualification documents, and fee.
- If you are applying online, documentation can be submitted as part of the online application process. If you are applying via email, please utilize the mailing address below for expedited processing

Mail To — Department of Real Estate,
P.O. Box 137014,
Sacramento, CA 95813-7014
Attn: Expedited Military Processing

Please note - Applications received to this P.O. Box from non-honorably discharged veterans or eligible spouses/partners will be processed in date received order.

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).
