STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

PRLS DESIGNATED AGENT APPLICATION

RE 256 (Rev. 7/20)

GENERAL INFORMATION

- Please read RE 254 and information on page 3 before completing this application.
- Type or print clearly in ink.

1. NAME OF APPLICANT (LAST, FIRST & MIDDLE)

2. MAILING ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

3. DO YOU RESIDE IN CALIFORNIA?

☐ YES ☐ NO IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

4. BUSINESS TELEPHONE	5. RESIDENCE TELEPHONE	6. SOCIAL SECURITY NO. *(see Privacy Notice)*	7. BIRTH DATE

8. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

☐ YES ☐ NO IF YES, LIST NAME(S) USED.

9. GENDER

☐ M ☐ F

10A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN ANY STATE, INCLUDING CALIFORNIA?

☐ YES ☐ NO IF YES, COMPLETE 10B – 10D.

10B. TYPE OF LICENSE	10C. EFFECTIVE DATE	10D. IDENTIFICATION NUMBER

11A. HAVE YOU EVER BEEN A PRLS DESIGNATED AGENT?

☐ YES ☐ NO IF YES, COMPLETE 11B – 11C.

11B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION	11C. DATES EMPLOYED *(FROM—TO)*

DRE USE ONLY

IDENTIFICATION NUMBER	EFFECTIVE DATE	EXPIRATION DATE	VIOLATION
PRINTS SENT	**COPY TO PRLS CONTRACT REVIEWER**	**PROCESSOR'S NUMBER**	**COMMENTS**

BACKGROUND INFORMATION

Carefully read and provide detailed and accurate answers to questions 12-15 below. You must provide a "yes" or "no" response to all questions, Attach additional sheets if you need more space. Each additional sheet must be sign by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

12. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), CERTIFICATE OR PERMIT, IN CALIFORNIA, OR ANY OTHER STATE OR FEDERAL LAW? **IF YES, COMPLETE ITEM 16**..... ☐ YES ☐ NO

13. ARE THERE ANY DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS, PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, OR PERMIT YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 16**..... ☐ YES ☐ NO

14. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 17**..... ☐ YES ☐ NO

15. HAVE YOU EVER BEEN ORDERED TO CEASE DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 16-17**..... ☐ YES ☐ NO

16. **DETAILED EXPLANATION OF ITEM 12, 13, AND/OR 15.**

16A. TYPE OF LICENSE	16B. LICENSE ID NO.	16C. LICENSE EXPIRATION DATE	16D. STATE
16E. ACTION *(revoked, etc.)*	**16F. DATE OF ACTION**	**16G. DATE ACTION TERMINATED**	**16H. CODE SECTION VIOLATED**

17. **ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO.** (ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.

DESIGNATED AGENT CERTIFICATION

I certify under penalty of perjury that the answers and statements given in this application are true and correct.

18. SIGNATURE OF APPLICANT	19. DATE

READ AND RETAIN FOR FUTURE REFERENCE

General Information

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Designated Agent Information

A designated agent may only supervise PRLS activities at one location licensed by the PRLS individual or corporation.

To supervise at a different location the PRLS licensee must notify the Department of the change within five days.

Completion Information

All questions on page 2 must be answered and fully explained. **Insufficient or no explanations will result in a significant delay in processing this application.**

FINGERPRINT REQUIREMENT

One set of classifiable electronic fingerprints is required from every license applicant. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

Completion & Submission of Live Scan Service Request (RE 237)

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

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

Fees

Designated agent applicants who reside in California will pay a $49 fingerprint processing fee 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 depending on the live scan provider you choose.

Fingerprint Services *(Contact the facility for fees and hours)*

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers by visiting the Department of Justice's Web site at **www.ag.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 can be obtained 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 exam/license application, exam/license application fee, and $49 fingerprint processing fee.

Mailing Information

MAIL TO: Department of Real Estate
P.O. Box 137000
Sacramento, CA 95813-7000

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).

STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

LICENSE APPLICATION DEMOGRAPHIC SURVEY

RE 243 (Rev. 7/20)

GENERAL INFORMATION

The Department of Real Estate is required to collect demographic information regarding applicants for licensure pursuant to Business & Professions Code 480 et seq., if the applicant chooses to provide this information. Providing this information is voluntary, and providing responses will not impact the Department's review of your license application.

GENDER:

☐ Male ☐ Female ☐ Non-binary ☐ I choose not to identify

ETHNIC IDENTITY:

☐ BLACK OR AFRICAN AMERICAN
☐ AMERICAN INDIAN OR ALASKA NATIVE
☐ HISPANIC OR LATINO (ALONE OR IN COMBINATION WITH ANY OTHER RACE)
☐ WHITE
☐ MULTIPLE RACES*

ASIAN

☐ MULTIPLE ASIAN**
☐ INDIAN
☐ CAMBODIAN
☐ CHINESE
☐ FILIPINO
☐ JAPANESE
☐ KOREAN
☐ LAOTIAN
☐ VIETNAMESE
☐ OTHER ASIAN

PACIFIC ISLANDER

☐ MULTIPLE PACIFIC ISLANDER***
☐ GUAMANIAN
☐ HAWAIIAN
☐ SAMOAN
☐ OTHER PACIFIC ISLANDER

☐ I CHOOSE NOT TO IDENTIFY

* If you identify with more than one race that is Non-Hispanic or Latino, select Multiple Races.
** If you identify with more than one Asian ethnicity, select Multiple Asian
*** If you identify with more than one Pacific Islander ethnicity, select Multiple Pacific Islander

Thank You For Completing This Questionnaire