

## 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.

**BROKER EXAM/LICENSE APPLICATION**

RE 436 (Rev. 6/19)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

**GENERAL INFORMATION**

- Apply for the real estate broker examination *and* the real estate broker license at the same time.
- Do not submit photocopies of this form or fax this form.

**Read enclosed instructions (RE 436A) before** completing and submitting this application to ensure that you understand the requirements and that the proper qualifying documentation and exam/license fee are submitted. **Note: Fees submitted with this application are not refundable or transferable.** If you fail to qualify for or pass the examination within two years of the date this application is filed, the fees will not be applied to any future applications.

DRE USE ONLY	EXAM ID	LIC. ID
	EFFECTIVE DATE	EXPIRATION DATE
	DATE EXAM PASSED	

**APPLICATION IS FOR (Must check one box):**

- C**  **Real estate broker examination AND license** – Complete Items 1-36.  
**L**  **Real estate broker license ONLY** (If already scheduled for examination)  
 – Complete Items 1-13 and 18-36.

**FEES REQUIRED**

Exam.....\$ 95  
 License.....\$300  
 Total due to DRE  
 with this application.....\$395

**APPLICANT INFORMATION**

1. SOCIAL SECURITY NUMBER OR INDIVIDUAL TAXPAYER ID NUMBER (**REQUIRED** – REFER TO PRIVACY NOTICE ON RE 436A) \_\_\_\_\_ 2. BIRTH DATE (MM/DD/YYYY) \_\_\_\_\_

3. Have you **ever** applied for a California real estate exam?.....  NO  YES  
 If YES, list examination ID#. (If known.)..... \_\_\_\_\_

4. APPLICANT'S NAME (MUST BE YOUR LEGAL NAME) - LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ SUFFIX \_\_\_\_\_

5A. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX \_\_\_\_\_

5B. CITY \_\_\_\_\_ 5C. STATE \_\_\_\_\_ 5D. ZIP CODE \_\_\_\_\_

6. Do you reside in California?.....  YES  NO  
 If NO, an "RE 234" is required (Refer to RE 436A).

7. CURRENT PHONE NUMBER (**required**) ( ) \_\_\_\_\_ 8. CURRENT EMAIL ADDRESS (**required - PRINT CLEARLY**) \_\_\_\_\_

9. BUSINESS CELL PHONE NUMBER ( ) \_\_\_\_\_ 10. BUSINESS TELEPHONE NUMBER ( ) \_\_\_\_\_

11. ARE YOU CURRENTLY SERVING IN THE U.S. MILITARY?  YES  NO  
 12A. HAVE YOU PREVIOUSLY SERVED IN THE U.S. MILITARY?  YES  NO  
 12B. IF YES, WERE YOU HONORABLY DISCHARGED?  YES  NO (see RE 436A for expedited processing instructions)

13. Do you now hold or have you **ever** held a California real estate license?.....  YES  NO  
**If YES, complete 13A, B, C, and D below.**

13A. TYPE OF LICENSE \_\_\_\_\_ 13B. IDENTIFICATION NUMBER \_\_\_\_\_ 13C. EXPIRATION DATE \_\_\_\_\_ 13D. NAME ON LICENSE \_\_\_\_\_

**EXAMINATION INFORMATION**

14. When you are qualified for the examination would you prefer to use **eLicensing** to schedule your own examination date?  YES – Please notify me by email when I am qualified for the examination.  
 NO – Proceed to item 15.

15. EXAM AREA PREFERENCE  
 SACRAMENTO  FRESNO  LOS ANGELES VICINITY  OAKLAND  SAN DIEGO  OTHER: \_\_\_\_\_

16. EARLIEST DATE YOU CAN TAKE EXAM (mm) (dd) (yyyy) \_\_\_\_\_ 17. REQUEST FOR REASONABLE ACCOMMODATION  
 I am requesting reasonable accommodation; RE 413 & supporting documents are attached.

**DRE USE ONLY**

<input type="checkbox"/> RESTRICTED <input type="checkbox"/> VIOLATIONS	FORM LETTER / NOTES	EXAM PROCESSOR	DATE PROCESSED
	SENDER/DATE SENT	LICENSE PROCESSOR	DATE PROCESSED



NAME OF APPLICANT

**LICENSE INFORMATION**

18. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN NAME, FORMER MARRIED NAMES, AKA'S, ETC.)?

YES — IF YES, LIST ALL NAMES USED: \_\_\_\_\_  NO

19. GENDER

MALE  FEMALE

20. INITIAL WORKING STATUS (Must check one)

YES. PLEASE ISSUE MY LICENSE IN A WORKING STATUS WITH THE MAIN OFFICE ADDRESS AS INDICATED ON ITEMS 21-24. WHEN MARKED "YES", ITEMS 21-24 MUST BE COMPLETED.

NO. I DO NOT HAVE A MAIN OFFICE ADDRESS AT THIS TIME. PLEASE ISSUE MY LICENSE IN A NON-WORKING STATUS. DO NOT COMPLETE ITEMS 21-24. LEAVE ITEMS 21-24 BLANK.

21. MAIN OFFICE ADDRESS - STREET ADDRESS (MUST BE PHYSICAL ADDRESS)

22. CITY

23. STATE  
**CA**

24. ZIP CODE

25. FICTITIOUS BUSINESS NAME(S) (DBA) — IF USING A FICTITIOUS BUSINESS NAME(S) INCLUDE A FILED COPY OF THE FICTITIOUS BUSINESS NAME STATEMENT(S) OBTAINED FROM THE COUNTY CLERK FOR EACH NAME. REFER TO RE 436A FOR ADDITIONAL INFORMATION.

- I WILL USE A DBA → DBA I WILL BE USING: \_\_\_\_\_
- ADDITIONAL DBA → OTHER DBA I WILL BE USING: \_\_\_\_\_
- ADDITIONAL DBA → OTHER DBA I WILL BE USING: \_\_\_\_\_

**BACKGROUND INFORMATION**

Carefully read and provide detailed answers to questions 26-31. You must provide a "yes" or "no" response to all questions, and completely and accurately provide the detailed information required. Attach additional sheets if you need more space. Each additional sheet must be signed by the applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

"Convicted" as used in question 26 below includes:

- All state, commonwealth, possession, or federal misdemeanor and felony convictions, and all military and foreign convictions.
- A verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (or "no contest"), or a forfeiture of bail in the courts.
- **Convictions expunged under Penal Code sections 1203.4, 1203.4a and 1203.41 or equivalent non-California statute must still be disclosed. Proof that a conviction has been expunged under Penal Code sections 1203.4, 1203.4a and 1203.41 must be submitted with the application.**
- Convictions must be disclosed no matter how long ago they occurred and whether the convicted person was a minor (under 18 years of age, if tried as an adult)

**Exceptions to "Convicted": DO NOT DISCLOSE**

- Any Juvenile Court adjudication.
- Any conviction sealed under Penal Code section 1203.45 or Welfare and Institutions Code section 781.
- Any conviction under Health and Safety Code section 11357(b), (c), (d), or (e), or Health and Safety Code section 11360(b) **AFTER** at least two years have passed since the date of the conviction.

- 26. HAVE YOU EVER BEEN CONVICTED (SEE PARAGRAPH ABOVE) OF ANY VIOLATION OF THE LAW AT THE MISDEMEANOR OR FELONY LEVEL? **IF YES, COMPLETE ITEM 32 WITH INFORMATION ON EACH CONVICTION**.....  YES  NO
- 27. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME, OR ARE YOU CURRENTLY AWAITING JUDGMENT AND SENTENCING FOLLOWING ENTRY OF A PLEA OR JURY VERDICT? **IF YES, COMPLETE ITEM 32**.....  YES  NO
- 28. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 33**.....  YES  NO
- 29. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 33**.....  YES  NO
- 30. 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 34**.....  YES  NO
- 31. 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 ITEMS 33-34**.....  YES  NO



NAME OF APPLICANT

**CONVICTION DETAILS**

**32. DETAILED EXPLANATION OF ITEM 26 AND/OR 27.**

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION. ATTACHMENTS FOR ADDITIONAL INFORMATION SHOULD SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

\* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) \*\* CODE VIOLATED (i.e., VEHICLE CODE, PENAL CODE, ETC.) \*\*\* DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC-TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<i>Example:</i> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
32A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
32B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
32C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

**33. DETAILED EXPLANATION OF ITEM 28, 29 AND/OR 31. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW ON ITEM 34.**

33A. TYPE OF LICENSE	33B. LICENSE ID NO.	33C. LICENSE EXPIRATION DATE	33D. STATE
33E. ACTION (revoked, etc.)	33F. DATE OF ACTION	33G. DATE ACTION TERMINATED	33H. CODE SECTION VIOLATED

**34. 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.**

**BROKER EXAM & LICENSE CERTIFICATION**

**Exam** — I hereby certify under penalty of perjury that I am aware of and meet all examination requirements as set forth in Section 10153 of the B&P Code, and those set forth in RE 436A. I understand that the fees remitted will not be refunded or transferred 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.

**License** — I certify under penalty of perjury under the laws of the State of California that the foregoing answers and statements given in this application are true and correct, that at the time of license issuance I will be 18 years of age or older, that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate license. I understand that the Department of Real Estate cannot refund the fees submitted with this application, if I fail to qualify for the license for any reason or withdraw this application.

I hereby grant to the Real Estate Commissioner of the State of California and his/her authorized Department of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his/her statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation.

I understand that it is my obligation to notify the Department upon licensure within 30 days in writing or by filing form RE 238 of any conviction, criminal complaint, information or indictment charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Department may delay my renewal and toll the expiration date of my license pursuant to B&P Section 10177.

35. SIGNATURE OF APPLICANT (MUST BE ORIGINAL SIGNATURE) 	36. DATE
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## BROKER EXAM/LICENSE INSTRUCTIONS

RE 436A (Rev. 3/19)

### GENERAL INFORMATION

- This combination application may be used for the following purpose:
  - **Applying** for the real estate broker examination and the real estate broker license at the same time.
- The application must be mailed. You cannot apply using *eLicensing*. DRE will not accept a faxed RE 436. The RE 436 application must have the original signatures.
- The following fees must be included with your application (fees are subject to change):
  - The current examination fee is \$95 *and* the current license fee is \$300. *Total due to DRE with this application: \$395.*
  - **Note: Once the Department receives your application, the fees for the examination and license are not refundable or transferable to another application pursuant to B&P Code section 10207.**
  - **Fee valid for two years** — A new application, fee, and current qualifications will be required if you fail to qualify for and pass the examination during that two year period.
- The following must be submitted before your exam can be scheduled and your license can be issued:
  - Proof of completion of the required education and experience. Refer to *Instructions to License Applicants* handbook for further information.
  - A copy of the completed Live Scan Service Request (RE 237) (refer to Fingerprint Information).

*Please read all examination and license information/instructions before completing and submitting this application; type or print in ink.*

### GENERAL APPLICANT INFORMATION

- You can only be scheduled for one broker examination date at a time.
- **Name** — To avoid delays in the processing of your exam/license application(s) you must provide your legal name. Further, the name listed as your legal name must appear on all accompanying documents, including Completion Certificates. Provide documentation (i.e., copy of your drivers license, marriage certificate, etc.) 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 or certificates.
- **Mailing address** — Use of a real estate school/business mailing address (item #5A-D) may cause a delay in mail delivery. If you are not a resident of California, submit a notarized Consent to Service (RE 234) form. You may change your mailing address online using *eLicensing* at [www.dre.ca.gov](http://www.dre.ca.gov) or by submitting a Broker Examination Change Application (RE 415B).
- Business, examinee, and licensee mailing addresses are public

information and as such are posted on the Internet and are available from DRE via download, telephone, or written requests. Please consider this when identifying a business, examinee, or licensee mailing address.

- The examination is qualifying in nature, therefore if you pass, an actual score will not be released.

### EXAMINATION SCHEDULING INFORMATION

- Schedules and examination locations are subject to change.
- You must have an active exam application on file before you can schedule yourself on *eLicensing*.
- **Broker examinations are usually given:** Weekdays as needed in Fresno, the Los Angeles vicinity, Oakland, Sacramento, and San Diego. At [www.dre.ca.gov](http://www.dre.ca.gov) you can view a calendar of examination dates and locations 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.
- Once you are qualified, you can either schedule yourself for examination or DRE will schedule you. If you indicate on the application (item #14) that you want to schedule yourself for the examination, an email will be sent to you advising you that you are qualified and that you may use *eLicensing* to schedule your examination.
- If you do not provide a date in item #16, and do not request self-scheduling (item #14), you will be scheduled for the earliest available date in the area chosen.
- **Exam date notification** — Processing timeframes are listed at [www.dre.ca.gov](http://www.dre.ca.gov). These timeframes estimate when the processing of your application should be completed.
- If you have not received an examination confirmation notice within the timeframes listed on our Web site, you can obtain your scheduled date through *eLicensing* at [www.dre.ca.gov](http://www.dre.ca.gov).
- If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted prior to the processing timeframes, check with your bank or credit card company to assure that DRE has processed your fee.
- Applicants with limitations requiring reasonable accommodations must submit a Reasonable Accommodation Request for Examination (RE 413) as well as the required documentation as noted on the RE 413, with this exam application. **Do not attempt to schedule a reasonable accommodation via our Web site, as eLicensing does not provide such a service. Compliance with reasonable accommodation requests may be limited by scheduling constraints.**
- Use *eLicensing* for expedited processing to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.  
All exam scheduling transactions done by the examinee in *eLicensing* are final.

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## EDUCATION REQUIREMENTS

Successful completion of the following eight college-level courses is required: Legal Aspects of Real Estate, Real Estate Appraisal, Real Estate Economics or General Accounting\*, Real Estate Finance, Real Estate Practice; and three courses from the following electives: Advanced Legal Aspects of Real Estate, Advanced Real Estate Appraisal, Advanced Real Estate Finance, Business Law, Common Interest Developments, Computer Applications in Real Estate, Escrows, Mortgage Loan Brokering and Lending, Property Management, Real Estate Office Administration, Real Estate Principles.

\*If both Real Estate Economics and General Accounting are completed, only two courses from the electives are required.

Each college-level course must be at least three semester units or four quarter units. Courses must be completed at an institution of higher learning accredited by the Western Association of Schools and Colleges or by a comparable regional accrediting agency recognized by the U.S. Department of Education, or by a private real estate school, which has courses approved by the California Real Estate Commissioner. Courses completed through foreign institutions of higher learning must be evaluated by a foreign credentials evaluation service approved by DRE. See Examination Applicant Foreign Education Information (RE 223).

Copies of official transcripts are generally acceptable evidence of completed courses. Courses submitted as equivalent to the required courses must be accompanied by an official course or catalog description in order to be evaluated for equivalency.

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## EXPERIENCE REQUIREMENTS

A minimum of two years full-time licensed salesperson experience within the last five years or the equivalent is required. The following are acceptable methods of documenting the experience requirement for the broker examination.

### **Verification of licensed sales experience**

Holding a salesperson license for two years does not necessarily qualify an applicant for a broker license. The applicant must document employment as a licensed salesperson on a full-time basis (or part-time for the equivalent of two years full-time) with certifications from current or former employing brokers. These certifications must be made using the Employment Verification (RE 226) form. Letters of recommendation will not suffice. This experience must be gained within five years preceding the date of the submitted broker examination application.

### **Verification of equivalent experience**

A claim of equivalent experience, in lieu of the two years of sales experience, may be based on any combination of salesperson experience and equivalent experience, which, considered as a whole, would satisfy the intent of the law.

An applicant who has not been active as a licensed real estate salesperson may be eligible for the broker examination, provided the Equivalent Experience Verification (RE 227) form(s) showing acceptable real estate-related experience is submitted. The RE 227 form(s) must be completed in full and must have two verifying signatures on each form.

When submitting the RE 227 form(s), it is important that an applicant

provide sufficient detailed descriptions of the activities to enable DRE to perform an evaluation. DRE may conduct further inquiry when evaluating equivalent experience, including requesting additional information from the applicant, the employer(s), or the certifiers.

Regardless of the experience, the eight college-level courses required for a broker's license must be completed and cannot be waived based on equivalent experience.

### **Acceptable Kinds of Equivalent Experience**

An applicant may qualify with two years full-time experience, in any of the following areas:

1. Experience as an escrow or title officer or as a loan officer in a capacity directly related to the financing or conveying of real property.
2. Experience as a subdivider, or speculative builder, during which time the applicant performed comprehensive duties relating to the purchase, finance, development, and sale or lease of real property. General contracting experience does not satisfy the intent of the law.
3. Experience as a real property appraiser.
4. Experience as a licensed real estate professional in another state or country.

The above-referenced patterns are designed to assist the applicant in understanding the general types of equivalent experience which can be used to qualify for the broker examination. Other types of real estate-related experience will be considered, provided that it satisfies the intent of the law. It should be noted, however, that claims for equivalency by unlicensed persons for activities which require a real estate license will not be considered.

Active military and veteran applicants can apply their military experience and training, as it relates to real estate-related activities and provided that it satisfies the intent of the law, towards licensure requirements.

**NOTE:** Care in preparing the claim of qualification and presentation of adequate supporting documents including letters, certifications, corporation information, tax forms and proof of real property ownership will facilitate the review of an application. Do not have verifiers send individual letters separate from the application submissions. Be accurate as to employment and transaction dates, etc., as incompleteness or inaccuracies will result in delays and additional correspondence. All attachments must be signed by the applicant and the certifiers.

### **Education in Lieu of Experience**

An applicant with a degree from an accredited four-year college or university which included a major or minor in real estate may be exempt from the two-year salesperson experience requirement. This may be verified by submitting a copy of the transcript showing the degree earned. Degrees and certificates earned from two-year institutions do not qualify. Degrees earned through foreign institutions of higher learning must be evaluated by a foreign credentials evaluation service approved by DRE. See Examination Applicant Foreign Education Information (RE 223) for further information.

### **Evaluation of experience**

All qualification requirements must be met before an applicant can be scheduled for the broker examination. Evaluations of claimed experience or education cannot be conducted with applicants in

person at any DRE office or over the telephone. If an applicant wants an evaluation of college courses, degree or experience they must submit a completed application and fee.

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### MEMBERS OF THE CALIFORNIA STATE BAR

Members of the California State Bar are statutorily exempt from the college-level course requirements. Evidence of admission to practice Law in California must be furnished, such as a photocopy of both sides of a California State Bar membership card. However, members of the California State Bar would still need to demonstrate that they have satisfied the two years full-time licensed salesperson experience requirement or have at least two years real estate related experience while practicing law in California. Members of the State Bar of California using equivalent experience should submit a RE 227 form outlining this experience along with their application.

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### CURRENTLY OR PREVIOUSLY LICENSED?

If you currently have a real estate broker (or broker-officer) license in California, or if your license expired less than two years ago, you are not eligible to take an examination for that type of license  
*Note:* A broker-officer license which has not been expired for more than two years will protect your right to obtain an individual broker license.

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### GENERAL LICENSE INFORMATION

- Application deficiencies such as failure to submit the proper fee, education or experience requirements, or completed Live Scan Service Request (RE 237) will delay the processing.
- You may check to verify that your license has been issued by referencing the license status look up at [www.dre.ca.gov](http://www.dre.ca.gov). Current processing timeframes for properly completed applications are posted on the Web site.
- Forms referenced in these instructions can be obtained from the DRE Web site.
- Once you pass the exam and are issued the license, you may use *eLicensing* to retrieve a copy of your license certificate. DRE no longer mails out license certificates.

#### ***If Item #20 Is Yes, Then Complete Items #21-24***

**Main office address** — Enter your primary business location (a California address) at the time your license will be issued. 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 acceptable. If you are not a California resident and you do not maintain a California business address, leave items 21-24 blank and also submit an Out-of-State Broker Acknowledgment (RE 235) form. Your main office address is public information and as such is posted on the Internet and available from DRE via telephone and written request.

**Using a fictitious business name/doing business as (DBA)** — 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.
- **Do not** list your employing broker’s DBA if you will be working as a broker-associate.
- Legible photocopies of the FBNS 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.

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### Background Information

- **ALL** background information questions (items 26-31) must be answered and a full explanation must be provided if any of the questions are answered “yes.” Insufficient or no explanations will delay the processing of your license.
- Read the Broker Certification, and sign and date on items #35 and #36.

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### FINGERPRINT INFORMATION

#### ***Completion & Submission of RE 237***

One set of classifiable electronic fingerprints is required from every real estate license applicant. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program. A Live Scan Service Request (RE 237) may be obtained online at [www.dre.ca.gov](http://www.dre.ca.gov).

After you have your fingerprints taken by the live scan service provider, either submit a completed copy of RE 237 with this application or, if you choose to get your fingerprints taken at a later date, submit a completed copy of RE 237 to the Department of Real Estate, P.O. Box 137002, Sacramento, CA 95813, Attn: Fingerprint Desk. 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.

#### ***Fingerprint services (Contact the facility for fees/hours)***

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers through [www.dre.ca.gov](http://www.dre.ca.gov) or by visiting the Department of Justice's Web site at [www.ag.ca.gov](http://www.ag.ca.gov). Please note that the hours of operation for each provider may vary and an appointment may be required.

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#### ***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 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.

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### 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 31<sup>st</sup> 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.

**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.

**FEES, PAYMENT & MAILING INFORMATION**

Fees are subject to change.

**Fees – Broker**

Exam.....	\$ 95
License.....	\$300
<i>Total due to DRE</i>	
<i>with this application</i> .....	<b>\$395</b>
<b>Fingerprint Fee</b> Ⓞ .....	<b>\$ 49</b>

Ⓞ*Fingerprint fee* — Applicants who *reside in California* will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service provider. Applicants who *reside out of state* should submit the \$49 fingerprint processing fee with their exam/license application, fingerprint card, and exam/license fee.

**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

Missing requirements may be submitted anytime within the two year period after DRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify and pass the examination during that two year period.

**The fees for the examination and license are not refundable or transferable to another application pursuant to B&P Code section 10207.**

**Acceptable payment methods** — Cashiers’ check, money order, check or credit card.

- Make check or money order payable to: **Department of Real Estate**
- If paying by credit card, use a Credit Card Payment (RE 909).

**Mail To** — Department of Real Estate  
P.O. Box 137001  
Sacramento, CA 95813-7001

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

**EXPEDITED PROCESSING FOR U.S. VETERANS**

Honorably discharged veterans of the U.S. Armed Forces are eligible for expedited processing.

- In order to obtain expedited processing, please submit a copy of your U.S. DD Form 214, NGB-22 form, or Honorable Discharge certificate to confirm your condition of discharge, along with the application, supporting qualification documents, and fee.
- Please note that applications received to this P.O. Box from non-honorably discharged veterans will be processed in date received order.

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

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).



## LIVE SCAN SERVICE REQUEST (*Applicant/Petitioner*)

RE 237 (Rev. 7/18)

**Instructions on reverse.**

### Attention - Live Scan Service Providers

Please note the following information when processing Department of Real Estate (DRE) license applicants.

- ❖ The Type of Application should indicate **License, Certification, or Permit**, and the Application Title should indicate **Real Estate License**.
- ❖ The Department of Justice and FBI processing fee is to be paid by the applicant and **should be** collected at the live scan service provider site.

PART 1		CONTRIBUTING AGENCY	
AGENCY ORI NUMBER <b>A0075</b>	AGENCY ADDRESS SET <b>CALIFORNIA DEPARTMENT OF REAL ESTATE 1651 EXPOSITION BLVD, SACRAMENTO CA 95815</b>	E-MAIL CODE <b>09416</b>	
APPLICATION TYPE <b>LICENSE, CERTIFICATION, OR PERMIT</b>		CONTACT NAME <b>LICENSING SECTION</b>	
APPLICATION TITLE <b>REAL ESTATE LICENSE</b>		CONTACT TELEPHONE NUMBER <b>1-877-373-4542</b>	

PART 2		APPLICANT'S PERSONAL INFORMATION	
APPLICANT NAME (LAST, FIRST, & MIDDLE INITIAL)			
FORMER NAME/AKA'S (LAST, FIRST)			
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR	PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	CALIFORNIA DRIVER'S LICENSE NO.	AGENCY BILLING NUMBER <i>Fees paid by applicant</i>	
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)			
YOUR OCA NUMBER (USE SOCIAL SECURITY NUMBER)		LEVEL OF SERVICE <b>CALIFORNIA DEPARTMENT OF JUSTICE/FBI</b>	

PART 3			LIVE SCAN TRANSACTION		
OPERATOR NAME	DATE COMPLETED	TRANSMITTING AGENCY			
AMOUNT COLLECTED (FOR ROLLING FEE)	AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)	ATI NUMBER			

PART 4		LIVE SCAN RESUBMISSION TRANSACTION	
ORIGINAL ATI NUMBER	LEVEL OF SERVICE REQUESTED FOR RESUBMISSION <input type="checkbox"/> CALIFORNIA DEPARTMENT OF JUSTICE <input type="checkbox"/> FBI		

**Original Copy**  
*Live Scan Operator*

**Second Copy**  
*Department of Real Estate*

**Third Copy**  
*Applicant*

## APPLICANT INSTRUCTIONS

### **Fingerprint Requirement**

One set of classifiable electronic fingerprints is required from every real estate license applicant. The fingerprint process is completed by a live scan service provider as noted below.

One set of classifiable electronic fingerprints is also required by licensees who hold a restricted license and who are petitioning for removal of restrictions or by individuals who have had their real estate license revoked and are petitioning for reinstatement of their license.

Applicants have the option of getting their fingerprints taken either after passing their examination or after they have submitted their examination application. However, fingerprint processing fees are not refunded if an applicant fails to pass the examination.

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. 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 \$49.00 fingerprint card processing fee. Applicants who wish to get their fingerprints taken out of state after submitting their examination application, but before passing their examination, may request a blank fingerprint card by contacting the Licensing Section at 1-877-373-4542.

### **Completion of Form RE 237 Live Scan Service Request**

The following information must be entered in Part 2 of the form:

- Your printed name and former names (if any).
- Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), drivers license number, residence address, and OCA number (same as SSN).

The electronic fingerprint service provider will complete Part 3 of the form.

### **Submission of Fingerprint Form**

After you have your fingerprints taken by the live scan service provider, a completed copy of this form must be submitted with your original license application or petition application (RE 506). If you choose to get your fingerprints taken before passing your examination, submit a completed copy of this form to the Department of Real Estate, P.O. Box 137002, Sacramento, CA 95813-7002, Attn: Fingerprint Desk.

### **Fees**

*Processing fee* — A fee will be collected by the live scan provider for the processing of your fingerprints by the Department of Justice.

*Service fee* — 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 & hours.)**

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list by checking the Web site of the California Department of Justice at <http://ag.ca.gov/fingerprints/publications/contact.php>. Please note that the hours of operation for each provider may vary and an appointment may be required.

# Avoid Potential Denial of Your License Application

**A background investigation is conducted on all license applicants and disclosure of a conviction or failure to disclose a conviction may result in a recommendation of denial of a license. If your application for a license is denied, your license fees will not be refunded.**

**Denial of a license may be recommended for the following reasons:**

- Failure to disclose pending criminal charges, criminal convictions, or disciplinary action taken against a business, professional license, certificate or permit by an agency in California, another state or by the Federal government.
- Conviction of a felony and the felony is substantially related to the qualifications, functions and duties of a real estate licensee.
- Conviction of a misdemeanor and the conviction is substantially related to the qualifications, functions and duties of a real estate licensee.
- Administrative action taken against a business, professional license, certificate or permit by an agency in California, another state or by the Federal government.
- A determination that the facts of a particular case warrant denial, such as the nature or severity of the act or the presence of aggravating factors.

**The most common disqualifying convictions are listed below; however this list is not all-inclusive:**

- |   |  |
|---|--|
| ➤ Assault with intent to commit rape  | ➤ Murder   |
| ➤ Bribing public officer or employee  | ➤ Obtaining money by false pretenses   |
| ➤ Burglary  | ➤ Perjury  |
| ➤ Conviction that requires registration pursuant to Section 290 of the Penal Code | ➤ Sexually related conduct affecting a person who is an observer or non consenting participant |
| ➤ Criminal conspiracy   | ➤ Perjury  |
| ➤ Embezzlement  | ➤ Petty theft  |
| ➤ Extortion   | ➤ Possession of drugs for sale or transport  |
| ➤ Filing a false police or fire report  | ➤ Soliciting a lewd act from a minor or non consenting adult.                                  |
| ➤ Forgery   | ➤ Tax evasion  |
| ➤ Fraud   |  |
| ➤ Grand theft   |  |

**\* Definition of “Conviction”**

“Convicted” includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (*i.e.*, “no contest”), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. **All convictions must be disclosed, no matter how long ago they occurred, and even if the plea or verdict was set aside, the conviction dismissed or expunged under Penal Code Section 1203.4, or you have been pardoned.** Convictions occurring while you were a minor (under 18 years of age) must be disclosed unless the record of the conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

Read the questions on the application carefully and answer truthfully and completely. Failure to disclose disciplinary actions, criminal convictions or pending criminal charges which occurred in your **entire history** may be considered an attempt to obtain a license by fraud or misrepresentation. Irrespective of any advice that may be received from others, the license applicant alone is responsible for disclosing accurate and complete information.