Use eLicensing for Faster Service

- New Applicant?
  - Create an eLicensing account and apply online
  - Follow system guide through the exam or exam/license application
  - Upload required documents/forms
  - View education requirements already on file with DRE
  - Pay the required fees

- Already Have an eLicensing Account?
  - Sign in to eLicensing

- Already Applied or Licensed but Need an eLicensing Account?
  - Create an eLicensing account

This short instructional video goes over the documents/forms you'll need to upload with your application. Having these materials together before you begin the process will make filing the online application faster and easier.

Filing online also makes it easier to track the progress of your application, receive email notifications if DRE needs additional information, and for DRE to contact you once the application is approved so you can schedule your real estate exam.

STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

SALESPERSON EXAMINATION APPLICATION

RE 400A (Rev. 6/24)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

GENERAL INFORMATION

- For faster processing, visit www.dre.ca.gov and complete this application using eLicensing.
- **FEE REQUIRED** - refer to form RE 206 for exam fees.
- Please read all information before completing this application. ***Type or print in ink.***
- You must have examination eligibility (see reverse).
- You are scheduled for one salesperson examination date at a time.
- Please be advised that a license will only be issued in your legal name. Discrepancies between the name on this application, the name on your transcripts, and your legal name will cause further processing delays.
- 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.

EXAMINATION 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.
  - If you wish to schedule yourself online after submitting this application check the box on item #11. In order to utilize this option, you are required to provide your social security number and birth date for identification purposes.
  - For fastest service, select yes on item #11 to self-schedule your examination date.

Continued on reverse side

1. APPLICANT'S LEGAL NAME — *LAST*	*FIRST*	*MIDDLE*	*SUFFIX*

2. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY	STATE	ZIP CODE

3. SOCIAL SECURITY NUMBER OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER ***(required to use eLicensing)***	4. DATE OF BIRTH (MM/DD/YYYY)
5. CURRENT EMAIL ADDRESS ***(required - PRINT CLEARLY)***	6. CURRENT PHONE NUMBER ***(required)*** ( )

7A. ARE YOU CURRENTLY SERVING IN THE U.S. MILITARY?	7B. ARE YOU CURRENTLY MARRIED TO, IN A DOMESTIC PARTNERSHIP, OR IN A LEGAL UNION WITH AN ACTIVE DUTY SERVICE MEMBER?
☐ YES ☐ NO	☐ YES ☐ NO ***(see reverse side for expedited processing instructions)***
8A. HAVE YOU PREVIOUSLY SERVED IN THE U.S. MILITARY?	8B. IF YES, WERE YOU HONORABLY DISCHARGED?
☐ YES ☐ NO	☐ YES ☐ NO ***(see reverse side for expedited processing instructions)***

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.)? ..... ☐ NO ☐ YES

If YES, list all names used:

10A. Do you now hold or have you ***ever*** held a California real estate license? ..... ☐ NO ☐ YES

If YES, answer 10B and **complete** 10C, D, E and F below.

10B. Has your California real estate license been previously revoked? ..... ☐ NO ☐ YES

10C. TYPE OF LICENSE	10D. IDENTIFICATION NUMBER	10E. EXPIRATION DATE	10F. NAME ON LICENSE

11. 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 12.

12. EXAM AREA PREFERENCE	12A. TIME PREFERENCE	13. EARLIEST DATE YOU CAN TAKE EXAM (mm) (dd) (yyyy)	
☐ SACRAMENTO ☐ FRESNO ☐ LOS ANGELES VICINITY ☐ OAKLAND ☐ SAN DIEGO ☐ OTHER:	☐ A.M. ☐ P.M.		☐ *I am **requesting a reasonable accommodation;*** RE 413 & supporting documents are attached.

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 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.

SIGNATURE OF APPLICANT | DATE

DRE ONLY

EXAM ID	PROCESSOR #
	DATE KEYED

- DRE allows reschedule requests on-line, 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 do not provide a date on item #13, you will be scheduled for the earliest available date in the area chosen.

➢ Use of a real estate school/business mailing address (item #2) may cause a delay in mail delivery. You may change your mailing address online using ***eLicensing*** at **www.dre.ca.gov** or by submitting a Salesperson Examination Change Application (RE 415A).

➢ ***Exam date notification*** — Processing timeframes are listed at **www.dre.ca.gov.** We encourage you to check these timeframes to more accurately 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***.
- 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.

➢ ***Reasonable Accommodation Request*** — Applicants with limitations requiring a reasonable accommodation must submit a **Reasonable Accommodation Request for Examination (RE 413)**, as well as the required documentation as noted on RE 413, with an exam application and mail or fax the application, documentation, and fee to DRE for processing. **Do not attempt to schedule a reasonable accommodation exam on *eLicensing*, as it does not provide such service.** *Compliance with reasonable requests may be limited by scheduling constraints.*

➢ Use ***eLicensing*** to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.

➢ If you are simultaneously making application for both the salesperson and broker examinations, you must submit a separate package (application, qualifying documentation and fee) for each examination to be scheduled. Fees are not transferable from one exam to another and will not be refunded.

➢ ***Exam fee valid for two years*** — An original application and initial fee is valid for a two year period. 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. *Note:* If you already have an examination application on file, but have not yet passed your examination, the *two year period* for your examination application started on the date your initial examination application was submitted.

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. If you have renewal rights, you may obtain a new license through the renewal process.

EXAMINATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit proof of educational requirements. All requirements can be located on form RE 423 - Examination Requirements. Please refer to that form for further information. This form is available on the DRE website at www.dre.ca.gov or from any DRE office.

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

***Fee* —** Refer to form RE 206 for exam fees.

Fees are not refunded if an applicant fails to qualify for or pass the examination.

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, you must complete a Credit Card Payment Form (RE 909).

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

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:
  - As an Honorably Discharged Veteran- 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 application, supporting qualification documents, and fee.
  - As an Active-Duty Military Service Member- please submit a copy of either your current military identification or current military orders along with application, supporting qualification documents, and fee.
  - As an Active-Duty Military Service Member spouse/partner please submit documentation of the relationship to the service member, real estate license from other jurisdiction, and current duty station orders for California along with 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 mail, 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 to this P.O. Box from non-honorably discharged veterans or non-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).