Use eLicensing for Faster Service

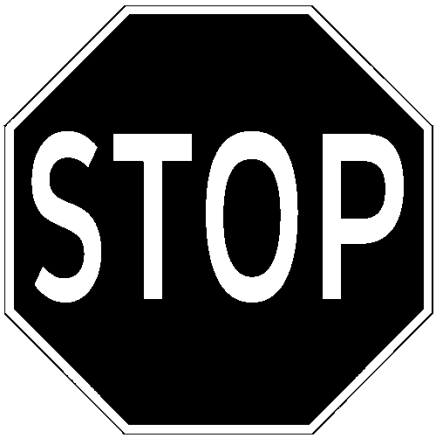
- New Applicant?
  - Create an eLicensing account and apply online
  - Follow system guide through the exam or exam/license application
  - Upload required documents/forms
  - View education requirements already on file with DRE
  - Pay the required fees

- 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.



DO NOT USE THIS FORM TO APPLY FOR A BROKER LICENSE IF:

- YOU HAVE ALREADY SUBMITTED A:
  BROKER EXAMINATION APPLICATION (RE 400B)
  BROKER EXAM LICENSE APPLICATION (RE 436)

- YOU HAVE APPLIED ONLINE THROUGH eLICENSING
  (*USING EITHER the RE 400B or RE 436* form)

- YOU HAVE APPLIED IN THE LAST TWO YEARS
  (*USING EITHER the RE 400B or RE 436* form)

NOTE: If you have previously submitted a ***BROKER EXAMINATION APPLICATION*** (RE 400B) and passed your examination, you will need to create or log in to your eLicensing account, view your exam results page and print out a ***BROKER LICENSE APPLICATION*** (RE 200) to apply for a license.

State of California
Department of Real Estate

Exam/License Application Checklist

RE 216B (Rev. 6/24)

GENERAL INFORMATION

This checklist may be used for *either* the salesperson or broker exam/license paper 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
651 Bannon Street, STE 503
Attn: Exams Section
Sacramento, CA 95811

✓ 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	Licensed Experience Verification
RE 227	Non-Licensed Experience Verification
RE 228	Experience Certification
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 243	License Application Demographic Survey (Voluntary)
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.

Effective January 1, 2024, any real estate practice course submitted for purposes of qualifying to take a real estate license exam, must include components on implicit bias and fair housing. Additionally, the fair housing component must include an interactive participatory component where the applicant role plays as both the consumer and the real estate professional.

☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.

☐ License fee — Refer to RE 206 for current fees. **Do not send cash.**

- ☐ 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 non-licensed 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. **Do not send cash.**

- ☐ 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.

STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

BROKER EXAM/LICENSE APPLICATION

RE 436 (Rev. 1/26)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

EXAM ID	LIC. ID
EFFECTIVE DATE	EXPIRATION DATE
DATE EXAM PASSED	

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.

FEES REQUIRED

- Refer to the RE 206 for current Exam and License fees.

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
    ( )

11A. ARE YOU CURRENTLY SERVING IN THE U.S. MILITARY?
☐ YES ☐ NO

11B. ARE YOU CURRENTLY MARRIED TO, IN A DOMESTIC PARTNERSHIP, OR IN A LEGAL UNION WITH AN ACTIVE DUTY SERVICE MEMBER?
☐ YES ☐ NO ***(see RE 436A for expedited processing instructions)***

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. ARE YOU APPLYING USING EQUIVALENT EXPERIENCE OBTAINED IN THE PRECEDING 5 YEARS IN LIEU OF TWO YEARS OF FULL-TIME LICENSED SALESPERSON EXPERIENCE? (IF **YES**, ANSWER QUESTION 14) ☐ YES ☐ NO

14. IS YOUR EQUIVALENT EXPERIENCE ASSOCIATED WITH OFFICIAL DUTIES PERFORMED WHILE SERVING IN THE MILITARY? ☐ YES ☐ NO

15. 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.

15A. TYPE OF LICENSE | 15B. IDENTIFICATION NUMBER | 15C. EXPIRATION DATE | 15D. NAME ON LICENSE

DRE USE ONLY

☐ RESTRICTED ☐ VIOLATIONS

FORM LETTER / NOTES	EXAM PROCESSOR	DATE PROCESSED
SENDER/DATE SENT	LICENSE PROCESSOR	DATE PROCESSED

NAME OF APPLICANT

EXAMINATION INFORMATION

16. 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.

17. EXAM AREA PREFERENCE
☐ SACRAMENTO ☐ FRESNO ☐ LOS ANGELES VICINITY
☐ OAKLAND ☐ SAN DIEGO ☐ OTHER:

18. EARLIEST DATE YOU CAN TAKE EXAM (mm) (dd) (yyyy)

19. ☐ *I am **requesting a reasonable accommodation;*** RE 413 & supporting documents are attached.

LICENSE INFORMATION

20. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN NAME, FORMER MARRIED NAMES, AKA'S, ETC.)?
☐ YES — IF YES, LIST ALL NAMES USED: _____ ☐ NO

21. INITIAL WORKING STATUS *(Must check one)*
☐ **YES**. PLEASE ISSUE MY LICENSE IN A WORKING STATUS WITH THE MAIN OFFICE ADDRESS AS INDICATED ON ITEMS 22-25. WHEN MARKED "YES", ITEMS 20-23 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 22-25. LEAVE ITEMS 22-25 BLANK.

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

23. CITY | 24. STATE **CA** | 25. ZIP CODE

26. 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 27-30. 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.

27. 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 31**..... ☐ YES ☐ NO

28. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 31**..... ☐ YES ☐ NO

29. 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 32**..... ☐ YES ☐ NO

30. 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 31-32**..... ☐ YES ☐ NO

31. **DETAILED EXPLANATION OF ITEM 27, 28 AND/OR 30. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW ON ITEM 32.**

31A. TYPE OF LICENSE	31B. LICENSE ID NO.	31C. LICENSE EXPIRATION DATE	31D. STATE
31E. ACTION *(revoked, etc.)*	31F. DATE OF ACTION	31G. DATE ACTION TERMINATED	31H. CODE SECTION VIOLATED

32. **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.**

NAME OF 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 transfered 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.

33. SIGNATURE OF APPLICANT (MUST BE ORIGINAL OR ELECTRONIC* SIGNATURE)	34. DATE

* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

State of California
Department of Real Estate

Broker Exam/License Instructions

RE 436A (Rev. 6/24)

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 paper application must be mailed. Or for faster processing you can apply online using ***eLicensing***. DRE will not accept a faxed RE 436. The paper 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 and the current license fee. Refer to form RE 206 for Exam and License fees.
  - **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.
  - 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; for paper applications 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 both your new and old 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** 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 approved exam application on file before you can schedule yourself on ***eLicensing***.
- **Broker examinations are administered:** In Fresno, the Los Angeles vicinity, Oakland, Sacramento, and San Diego.
- Once you are qualified, an email will be sent to you advising you that you are qualified and that you may use ***eLicensing*** to schedule your examination.
- ***Exam date notification*** — Processing timeframes are listed at **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 website, you can obtain your scheduled date through ***eLicensing*** at **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. D**o not attempt to schedule a reasonable accommodation via our website, 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.

Continued on page 2

EXAMINATION REQUIREMENTS

In addition to this application and fee, broker applicants must submit proof of completion of required education and experience. Course(s) completed through foreign institutions of higher learning must be evaluated by a foreign credentials evaluation service approved by DRE.

Refer to Examination Qualification Requirements (RE 423) and Examination Description form (RE 425) for further information, qualification requirements, examination content and examination rules. These materials are available on the DRE Web site at www.dre.ca.gov or from any DRE office.

If you submitted an examination application more than two years ago, and you qualified based on experience, you will need to resubmit documentation verifying your experience.

Education – Attach transcripts or credit certificates showing three semester-units or four quarter-units earned for each required course.

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.

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.

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**. Current processing timeframes for properly completed applications are posted on the website.
- Forms referenced in these instructions can be obtained from the DRE website.
- 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 #19 Is Yes, Then Complete Items #20-23

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 20-23 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 website 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 responsible 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.

Background Information

- **ALL** background information questions (items 25-28) 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 #31 and #32.

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.**

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, 651 Bannon Street, STE 503, Sacramento, CA 95811, Attn: Fingerprint Desk. Your license will not be issued until a report from the Department of Justice is received stating

Continued on page 3

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** or by visiting the Department of Justice's website 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 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.

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 website.

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 – Refer to form RE 206 for current Exam and License fees.

Fingerprint Fee① .....$ 49

①*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.

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 debit/credit card.

- Make check or money order payable to: **Department of Real Estate. DO NOT SEND CASH.**
- If paying by credit card, use a Credit Card Payment (RE 909).
- If applying using eLicensing, you must pay by debit/credit card.

Mail To — Department of Real Estate
651 Bannon Street, STE 503
Attn: Exams Section
Sacramento, CA 95811

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:
  - 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

Continued on page 4

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
651 Bannon Street, STE 502
Attn: Military Expedite
Sacramento, CA 95811

Please note - Applications 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
651 Bannon Street Licensing & Administration
Sacramento, CA 95811 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 Department of Tax and Fee Administration 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

LIVE SCAN SERVICE REQUEST *(Applicant/Petitioner)*

RE 237 (Rev. 1/24) ***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	AGENCY ADDRESS SET	E-MAIL CODE
A0075	**CALIFORNIA DEPARTMENT OF REAL ESTATE** **651 BANNON STREET, STE 503, SACRAMENTO CA 95811**	**09416**

APPLICATION TYPE	CONTACT NAME
LICENSE, CERTIFICATION, OR PERMIT	**LICENSING SECTION**
APPLICATION TITLE	CONTACT TELEPHONE NUMBER
REAL ESTATE LICENSE	**1-877-373-4542**

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 ☐ MALE ☐ FEMALE	HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR	PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	CALIFORNIA DRIVER'S LICENSE NO.	AGENCY BILLING NUMBER *Fees paid by applicant*	

RESIDENCE ADDRESS *(STREET/P.O. BOX, CITY, STATE, ZIP CODE)*

YOUR OCA NUMBER *(USE SOCIAL SECURITY NUMBER)*	LEVEL OF SERVICE
	CALIFORNIA DEPARTMENT OF JUSTICE / FBI

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature _____ Date _____

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
	☐ CALIFORNIA DEPARTMENT OF JUSTICE ☐ FBI

Original Copy	***Second Copy***	***Third Copy***
Live Scan Operator	*Department of Real Estate*	*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).
- Sign and date confirmation of receiving and reading the Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

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 **https://oag.ca.gov/fingerprints/locations.** Please note that the hours of operation for each provider may vary and an appointment may be required.

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at http://oag.ca.gov/privacy-policy.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at **keeperofrecords@doj.ca.gov**, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417

Sacramento, CA 94203-4170

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. [2]
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record. [3]

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. [4]

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) You can find additional information on the FBI website at https://www.fbi.gov/about-us/cjis/background-checks.

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[1] Written notification includes electronic notification, but excludes oral notification
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 28 CFR 50.12(b)
[4] See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

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