



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500  
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## APPLICATION FOR REAL ESTATE SALESPERSON LICENSURE INSTRUCTION SHEET

### General Information

File this application **after** you have passed the salesperson examination. For information on the examination, see the [Pearson VUE](#) website (testing service).

The application asks you whether you are applying by examination or reciprocity.

- If you hold a *current, active* real estate license in another jurisdiction (state, the District of Columbia or U.S. territory), apply for a reciprocal license.
- If you do **not** hold a *current, active* real estate license in another jurisdiction, apply by examination.

### Requirements for All Applicants

The following are required regardless of whether you are applying by examination or reciprocity.

- Submit a completed, signed and notarized [Application for Real Estate Salesperson Licensure](#).
- Enclose the non-refundable Salesperson [processing fee plus](#) \$25 Guaranty Fund fee ([24 Del. C. §2922](#)) by check or money order made payable to "State of Delaware".
- If your name on any document you submit differs from your name on the application form, submit a copy of legal document showing name change (e.g., marriage license, divorce decree, etc.).
- Arrange for the broker of record for the office you enter in the **REAL ESTATE EMPLOYMENT** section to complete and sign the **STATEMENT OF BROKER OF RECORD** box.
  - If the **STATEMENT OF BROKER OF RECORD** box is unsigned, the application will be rejected.
  - The office you enter in the **REAL ESTATE EMPLOYMENT** section must have an active office permit.
- Arrange for the Commission office to receive a Certificate of Licensure History to be sent directly to the Commission office from **each** jurisdiction (state, U.S. territory or District of Columbia) where you have ever held any kind of real estate license.
  - The Certificate(s) must be dated within 30 days of the application.
  - If you are applying for a reciprocal license, the **Additional Requirements for Applicants Applying for a Reciprocal License** section below explains when the Certificate must show three years of continuous licensure.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).  
*The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

### **Additional Requirement for Applicants by Examination**

If you are applying by examination, you must submit the following *in addition to* the items listed in **Requirements for All Applicants** section above.

- Submit a copy of the certificate that you received when you completed the 99-hour Delaware salesperson's pre-licensing course.
- Submit the original score report that you received from [Pearson VUE](#) when you passed the general and Delaware law portions of the salesperson's examination.

### **Additional Requirements for Applicants Applying for a Reciprocal License**

If you are applying for a reciprocal license, you must provide the following *in addition to* the items listed in **Requirements for All Applicants** section above:

- Submit the original score report that you received from [Pearson VUE](#) when you passed the Delaware law portion of the salesperson's examination.
- Submit **one** of the following:
  - Copy of the certificate received when you completed the Delaware law portion of the salesperson's pre-licensing course
  - or**
  - Copy of the certificate received when you completed another jurisdiction's pre-licensing salesperson's course of **at least 99 hours**
  - or**
  - Certificate of Licensure History showing that you have been licensed continuously for the three years immediately before this application **and** a completed, signed [Sales or Lease Transaction Listing](#) form(s) listing 20 sales or lease transactions that you completed during the three years immediately before your application. Follow the instructions on the form.

**Note:** Time share and property management transactions are *not* considered as eligible sales or lease transactions.



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## APPLICATION FOR REAL ESTATE SALESPERSON LICENSURE

### TYPE OF APPLICATION

1. Check type of application you are filing (check one):

- Examination** – I do **not** hold a current, active license in another jurisdiction (state, U.S. territory or District of Columbia).
- Reciprocity** – I hold a **current, active** license in another jurisdiction.

### IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

2. Full Name: \_\_\_\_\_  
Last/Family First Middle
3. Other Names Used:  None \_\_\_\_\_  
(Include maiden, prior married, alternate spellings)
4. Date of Birth (month/day/year): \_\_\_\_\_ Gender:  Male  Female
5. Have you been issued a U.S. Social Security Number? Yes  No  If yes, enter your SSN: \_\_\_\_\_  
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).
6. **Personal** Mailing Address: \_\_\_\_\_  
We will mail correspondence other than your license to this address.  
\_\_\_\_\_  
City State Zip
7. Phone: \_\_\_\_\_ Email: \_\_\_\_\_  None  
daytime evening or cell

### REAL ESTATE EDUCATION AND EXAMINATION – All applicants complete this section.

8. Enter the following information about the real estate school you attended:  
Name: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
**If you are applying by examination, continue to Question 9. If you are applying by reciprocity, skip to Question 10.**
9. This question is for examination applicants only. Which salesperson's pre-licensing course have you completed?  
 Delaware's 99-hour salesperson's pre-licensing course.  
 Another jurisdiction's pre-licensing course of *at least 99 hours*.  
**Submit a copy of the certificate that you received when you completed the pre-licensing course. Skip to Question 11.**

10. This question is for reciprocity applicants only. You can submit any of the following to establish your education and experience. Check the **one** that you plan to submit:
- I have completed the Delaware law portion of the salesperson's pre-licensing course. **Submit a copy of the certificate that you received.**
  - I have completed another jurisdiction's pre-licensing course of *at least 99 hours*. **Submit a copy of the certificate that you received.**
  - I have been licensed continuously for three years. **Submit a Certificate of Licensure History showing that you have been licensed continuously for the three years immediately before this application. Also, submit a completed, signed [Sales or Lease Transactions Listing](#) form(s) listing 20 sale or lease transactions completed during that three-year period. Follow the instructions on the form.**

11. Have you passed the salesperson's examination? Yes  No  If yes, date passed: \_\_\_\_\_  
(month/day/year)

**If applying by examination, submit the original score report that you received from PearsonVUE showing you passed both general and Delaware law portions. If applying by reciprocity, submit the original score report that you received from PearsonVUE showing you passed the Delaware law portion.**

**REAL ESTATE EMPLOYMENT – All applicants complete this section.**

12. Enter the following information about the real estate office where you will be employed:

Business Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

We will mail your license to this address and all other correspondence to your personal mailing or email address.

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**Arrange for the broker of record for the above office to complete and sign the following statement.**

**STATEMENT OF BROKER OF RECORD**

Print Broker of Record Name: \_\_\_\_\_

Delaware Real Estate License: RB- \_\_\_\_\_

I affirm that the applicant named above will be affiliated with my office as a real estate salesperson upon issuance of his or her license and that the office named above has an active office permit.

**BROKER OF RECORD SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

13. Will you be employed by another real estate company in addition to the one above? Yes  No  **If yes, complete and submit an [Application for Additional Real Estate License](#) form.**

**LICENSURE HISTORY – All applicants complete this section.**

14. Have you ever held a license to practice real estate in another jurisdiction? Yes  No  If yes, list all jurisdictions where you have ever held a license:

JURISDICTION	LICENSE NUMBER	IS THIS LICENSE CURRENT?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Arrange for a Certificate of Licensure History to be sent *directly* to the Commission office from each jurisdiction listed above. If you are applying by reciprocity, the Instruction Sheet explains when a certificate must show three years of continuous licensure.**

**DISCLOSURES – All applicants complete this section.**

15. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes  No  **If yes, submit a complete explanation and a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau Of Identification](#).**
16. Are any criminal charges pending against you? Yes  No  **If yes, enclose a complete explanation and any documentation related to the charges. The information should be in sufficient specificity to enable the Commission to make a determination whether the charge is substantially related to the practice of real estate.**
17. Have you received any administrative penalties (disciplines), including but not limited to fines, formal reprimands, license suspension or revocation, and probationary limitations? Yes  No  **If yes, arrange for the jurisdictions to send information about the disciplinary action directly to the Commission office.**
18. Have you entered into a consent agreement that places conditions on your professional conduct or practice, including any voluntary surrender of license? Yes  No  **If yes, arrange for the jurisdictions to send information about the disciplinary action directly to the Commission office.**
19. Are any disciplinary proceedings or unresolved complaints concerning your practice of real estate pending against you at present? Yes  No  **If yes, arrange for the jurisdictions to send information about the disciplinary action directly to the Commission office.**
20. Do you have any impairment related to drugs or alcohol that would limit your ability to undertake the practice of real estate? Yes  No  **If yes, submit a letter explaining fully. Include copies of all appropriate records.**

**If your application requires Commission review, the Commission office must receive all of these items no later than 4:30 PM ten full working days before the Commission’s meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.**

**AFFIDAVIT**

I certify that the information in this application is complete and true. I understand that the intentional inclusion of false or fraudulent information in this application, or the material omission of information which might have a bearing on licensure, may result in the denial of licensure and will be reported to the Attorney General for further action.

If I am applying for licensure in an office located outside of Delaware, I give irrevocable consent that legal action may be commenced against me in the proper court of any county of the State of Delaware as required by Chapter 29, Title 24, Section 2909 of *The Delaware Code*.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Signature: \_\_\_\_\_

SEAL

My commission expires: \_\_\_\_\_

**APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE REJECTED.**