

# Real Estate License Application

You can use this form to apply for your first broker or managing broker license. You can also use this form to change your name, transfer, reactivate, or reinstate your license. Send this completed form and any required documents with a check or money order payable to the Department of Licensing, to:

For validation only

Real Estate Licensing  
**Department of Licensing**  
 PO Box 9021  
 Olympia, WA 98507  
 (360) 664-6500 or (360) 664-6488

Check all that apply:

- New license (*check one*):
  - Broker – **\$146.25**
  - Managing broker – **\$210.00**
- Reactivation – **all applicable fees** (*contact Real Estate Licensing for fee amount*)
- Reinstatement – **all applicable fees** (*contact Real Estate Licensing for fee amount*)
- Fingerprint/background check, if applicable – **\$35.25** (*see next page*)
- Transfer – **no fee**
- Name change – **no fee**

**Applicant information** – Incomplete applications will not be processed.

TYPE or PRINT Name ( <i>as it appears on your license, if applicable</i> )			Date of birth	
Home address			(Area code) Telephone number	
City	State	ZIP code	Email	

Answer the following

If you answer "Yes" to questions 1-5, attach a letter of explanation. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, and disposition of charges.

1. With the exception of motor vehicle violations, have you been convicted of a crime, misdemeanor or felony, in this or any other state, by the federal government or by any other jurisdiction within the past ten years? .....  Yes  No
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment, in this or any other state, by the federal government or by any other jurisdiction? .....  Yes  No
3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused, or denied, in this or any other state, by the federal government or by any other jurisdiction in the past ten years? .....  Yes  No
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction, in this or any other state, by the federal government or by any other jurisdiction in the past ten years? .....  Yes  No
5. Are you currently required to register as a sex offender in this state or any other state? .....  Yes  No  
 If yes, in which state \_\_\_\_\_ and county \_\_\_\_\_
6. Have you submitted a Real Estate Program fingerprint card in the last six years? .....  Yes  No  
 If no, see next page for fingerprint requirements and instructions.

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_ **X** \_\_\_\_\_  
 Date and place signed Applicant signature

**NOTICE:** The Department of Licensing may enter your real estate firm's licensed office location at reasonable times to inspect the records that you are required to keep by the statutes and rules that govern the license for which you are applying. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing DOL with the requested documents and a written explanation of the matter contained in a complaint upon the Department's request.

## Employing firm information

TYPE or PRINT Firm name (where applicant will be licensed)		Firm license number	
Mailing address		(Area code) Telephone number	
City	State	ZIP code	
Physical address (if different)			
City	State	ZIP code	
TYPE or PRINT Designated broker name as it appears on your license		License number	
TYPE or PRINT Branch manager name as it appears on your license		License number	

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

**X**

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Designated broker/ Branch manager signature\*

**\*Submit a copy of the delegation authority if not signed by the designated broker or branch manager.**

### When can I begin working?

You may begin working from the postmark or hand delivery date of your application to the Real Estate Licensing office, provided the application is complete.

### Do I need a fingerprint card?

You need a fingerprint card if this application is for your first broker or managing broker license. If you need to submit a Real Estate Program fingerprint card you are required to do so before we will process your application.

### How and where do I get my fingerprints taken?

You may take your Real Estate Program fingerprint card to any Washington State Patrol approved fingerprinting service. Each fingerprinting service sets its own fee, which you must pay at the time of fingerprinting. This is in addition to the \$35.25 processing fee you submit with this application.

### Name change

Complete with this form and enclose a brief letter stating what your name is being changed to and from.

### Transfer

Complete this form and return your current license showing the office you are leaving.

**Once filed, this application is a public record and is subject to public disclosure.**

For office use only				
Prof	License number	Effective date	Expiration date	Firm number

RCW 18.85.191; 18.85.361(6); 26.23.150; 42.56.