

Real Estate Board
SALESPERSON LICENSE APPLICATION
 Fee \$170.00

All applicants must pass the Virginia Real Estate Board examination prior to applying for this license type.

Contact PSI for all exam information at www.psiexams.com.

- ▶ Your completed application must be submitted within 1 year from the initial examination date when you **originally** took the examination. If all applications and fees are not received within 1 year from the original examination date, re-examination will be required.

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed **credit card insert** must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

Select one of the following:

<input checked="" type="checkbox"/>	Method of Licensure
<input type="checkbox"/>	Initial Salesperson License by <i>examination</i>
<input type="checkbox"/>	Salesperson License by <i>reciprocity</i>

1. Legal Name _____
Last First Middle Generation

2. Professional Name (if applicable) _____
First or last name of your legal name must be included in your professional name. (i.e. John D., or J. Doe)

3. Provide one of the following identification numbers.
 Social Security Number or Virginia DMV Control Number* - -

Note - you must use the same number as used on examination application on file with DPOR.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth _____ (Must be at least 18 years of age.)
MM/DD/YYYY

5. Applicant's Mailing Address _____
 (PO Box accepted) _____

City State Zip Code

6. Applicant's Street Address _____
RESIDENTIAL (PHYSICAL)
ADDRESS REQUIRED
 (PO Box not accepted) _____

Check here if Street Address is the same as the Mailing Address listed above.

City State Zip Code

7. Applicant's E-mail Address _____

8. Applicant's Contact Numbers _____
Primary Telephone Alternative Telephone Fax

Office Use Only	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1030		0225	

9. Do you hold any current or expired license, certification or registration issued by the Department of Professional and Occupational regulation? (This includes all professional license types)

No

Yes If yes, provide your information below:

Type of License	VA License No.	Expiration Date

10. A. Do you hold a current or expired real estate license, certification or registration issued by any other jurisdiction (excluding Virginia)?

No If no, continue to question #11.

Yes If yes, complete the following table and provide an original Certification of Licensure/Letter of Good Standing (dated within the last 60 days). Photocopies of license(s) will not be accepted.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.);* and 5) *all closed disciplinary actions resulting in a violation or undetermined finding. **ONLY original certifications will be accepted.***

B. If you hold a current license (excluding Virginia) and you are applying by reciprocity, have you successfully completed 60 hours of Principals of Real Estate course(s) that are substantially equivalent to those pre-license education requirements in Virginia?

Education requirements in Virginia are in accordance with the *Code of Virginia* §54.1-2105.B.1 and listed on our website at www.dpor.virginia.gov; Real Estate Board/Education & Exams tab.

No

Yes If yes, an attach original or certified transcript, Education Certification, Certification of Completion, License Certification or other documentation certifying the completion of the Real Estate course(s).

11. Have you graduated from high school or obtained a GED?

No If no, you are not qualified to hold a Salesperson license in Virginia.

Yes

12. Are you applying for an **active** license status with a licensed real estate firm or sole proprietorship?

No If no, skip to question #14. You will be issued an *Inactive* license.

Yes

13. Firm/Sole Proprietorship Information with whom your license will be **active**:

A. Firm/Sole Proprietorship Name

B. Trade, "Doing Business As" (DBA) or Fictitious Name

C. Firm's/Sole Proprietor's Virginia Real Estate License Number:

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DO NOT INCLUDE DASHES (1234567890)

D. Firm/Sole Proprietor's Mailing Address

City _____ State _____ Zip Code _____

E. Firm's E-mail Address _____

F. Firm's Contact Numbers _____
Telephone _____ Alternative _____ Fax _____

G. Firm's Principal Broker's Name: _____

Last _____ First _____ Middle _____ Generation _____

H. Principal Broker Virginia Real Estate License Number:

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DO NOT INCLUDE DASHES (1234567890)

14. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

15. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, give a brief description and date of conviction.

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, give a brief description and date of conviction.

16. Have you ever violated the fair housing laws of any jurisdiction?

No

Yes If yes, attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

17. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

I further attest that I shall have a good reputation for honesty, truthfulness, and fair dealing, and be competent to transact the business of a real estate broker or a real estate salesperson in such a manner as to safeguard the interests of the public.

Applicant's Signature _____ Date _____

18. For all applicants who will be affiliated with a current licensed firm/sole proprietorship. Broker's Statement (must be completed by either the principal or supervising broker with *signatory authority* who will be responsible for the applicant's real estate activities.)

I, _____ authorize _____
Print Name of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate *salesperson* with the real estate firm listed on this application; and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the Code of Virginia and the Real Estate Board Regulations.

Principal Broker's Signature _____ Date _____

or

Supervising Broker's Signature _____ Date _____

Supervising Broker Virginia Real Estate License Number:

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DO NOT INCLUDE DASHES (1234567890)

Important Reminder:

All applicants for initial licensure are required to submit a set of fingerprints* to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record.

- ▶ * Fingerprint results are valid for 45 days from the date fingerprinting results are completed. Any completed fingerprint results over 45 days must be redone and a new fee is required. Please contact PSI at www.psiexams.com if you need to schedule/resubmit your fingerprints prior to receiving the requested license.