

**Real Estate Board**  
**SALESPERSON - ACTIVATE/TRANSFER APPLICATION**

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

X	Action	Fee
<input type="checkbox"/>	<b>Activation</b> of Salesperson License	\$60.00
<input type="checkbox"/>	<b>Transfer</b> of Salesperson License	

1. You must hold a **non-expired** Virginia Real Estate Salesperson license to use this application. If your license has expired, you must **RENEW** or **REINSTATE** your license prior to submitting this application. Provide your **current** Virginia license number and expiration date below:

Virginia License Number 

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 Expiration Date \_\_\_\_\_

2. Legal Name \_\_\_\_\_  
 Last First Middle Generation

3. Provide **one** of the following identification numbers.

☐ Social Security Number or ☐ Virginia DMV Control Number\* 

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\* 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. Applicant's Mailing Address \_\_\_\_\_  
 (PO Box accepted) \_\_\_\_\_

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

5. Applicant's Street Address \_\_\_\_\_  
**RESIDENTIAL (PHYSICAL)**  
**ADDRESS REQUIRED**  
 (PO Box not accepted) \_\_\_\_\_

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

6. Applicant's E-mail Address \_\_\_\_\_

7. Applicant's Contact Numbers \_\_\_\_\_  
 Primary Telephone Alternative Telephone Fax

8. 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 \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			3020		0225	

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

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(if applicable)

DO NOT INCLUDE DASHES (1234567890)

D. Firm/Sole Proprietor's Mailing Address


City

State

Zip Code

E. Firm/Sole Proprietor's E-mail Address

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F. Firm/Sole Proprietor's Contact Numbers

Telephone

Alternative

Fax

G. Firm/Sole Proprietor's Principal Broker's Name:

Last

First

Middle

Generation

H. Principal Broker's Virginia Real Estate License Number:

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9. 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.

10. 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, list the misdemeanor conviction(s). Attach your original criminal history record<sup>\*</sup> and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

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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, list the felony conviction(s). Attach your original criminal history record<sup>\*</sup> and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

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<sup>\*</sup> Original criminal history record may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at [www.vsp.virginia.gov](http://www.vsp.virginia.gov) or by phone at 804-674-6718.

11. 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.

12. 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) within thirty calendar days of such action/conviction. 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 salesperson in such a manner as to safeguard the interests of the public. **If I am transferring my license, I affirm I have notified my current broker of the fact I am leaving his/her firm.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

13. 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 to transfer his/her license with the real estate firm listed on this application. I affirm I verified the applicant's license has not expired, I have reviewed the application as well as the answers provided by the applicant and the application is complete. It is my opinion that said licensee is honest, truthful and of good reputation and that he/she is competent to transact the business of a real estate salesperson in such a manner as to safeguard the interest of the public. I certify that I will actively supervise and train the licensee during the period the licensee is under my supervision. Therefore, I hereby assume responsibility effective as of the date below for the above-named 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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Salesperson must first sign and date this application **prior to** the Principal/Supervising Broker/Sole Proprietor's signature.

**Application can not be processed if signatures are not in order.**