

EXAM/LICENSE APPLICATION CHECKLIST

RE 216B (Rev. 3/23)

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
P.O. Box 137001
Sacramento, CA 95813-7001

✓ 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.