

ORIGINAL LICENSE CHECKLIST

RE 216 (Rev. 6/24)

GENERAL INFORMATION

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| <ul style="list-style-type: none">➤ Read appropriate license instructions carefully (RE 202A or RE 200A).➤ 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,
651 Bannan Street, STE 503
Attn. Originals Section
Sacramento, CA 95811 | <ul style="list-style-type: none">➤ Titles of forms referenced by number. Note: Asterisk denotes forms available on DRE's Web site at www.dre.ca.gov.<ul style="list-style-type: none">RE 200 Broker License ApplicationRE 200A Broker License Application InstructionsRE 202 Salesperson License ApplicationRE 202A Salesperson License Application Instructions*RE 206 Exam & Licensing Fees*RE 237 Live Scan Service Request (Applicant)*RE 237B Fingerprint Information*RE 909 Credit Card Payment |
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SALESPERSON LICENSE

Required documents...

- ☐ RE 202 — Completed and signed by applicant.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- ☐ License fee — \$245. Fees are subject to change.
 - ☐ Cashiers' check, check, or money order made payable to: Department of Real Estate
 - ☐ RE 909 — If paying by credit card

BROKER LICENSE

Required documents ...

- ☐ RE 200 — Completed and signed by applicant.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- ☐ License fee — \$300. Fees are subject to change.
 - ☐ 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.
