

**LICENSE CHANGE INSTRUCTIONS**  
*(for Salespersons and Individual Brokers)*

Telephone: 877-373-4542

RE 211 (Rev. 6/09)

- Refer to Corporate License Instructions (RE 218) for information regarding corporations and corporation officers. Do not make corporation changes on RE 204.
- The following real estate forms are referenced by form number in this instruction sheet.
 

<b>RE 203</b> Branch Office Application <b>RE 204</b> Broker Change Application <i>(For Broker Licensees)</i> <b>RE 214</b> Salesperson Change Application <b>RE 214A</b> Restricted Salesperson Change Application	<b>RE 225</b> Request for Duplicate License <b>RE 234</b> Consent To Service of Process <b>RE 235</b> Out-Of-State Broker Acknowledgment <b>RE 282</b> Fictitious Business Name Info.Change App.
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- **eLicensing** — Licensees can perform the following transactions using the **eLicensing** system at **dre.ca.gov**:
  - Broker and salesperson renewals
  - Duplicate license requests (broker, salesperson, officer & branch)
  - Salesperson additions/change of employing brokers
  - Broker discontinuation of salesperson employment
  - Mailing address changes
  - Broker main office address addition/changes
  - Automated fee payment and processing

**License Certificates**

License certificates are not to be returned to the Department of Real Estate (DRE) unless specifically requested by DRE.

A new license certificate is issued only in a limited number of transactions. When a new license certificate is *not* issued, the change is to be made on the existing license. Delete the previous information and enter the change on the license. Date and initial it. *(The change is to be typed or written in ink.)*

**Duplicate License/Pocket Card**

Use **eLicensing** or submit a completed RE 225. A \$15 fee is required for a duplicate license. A pocket card can not be issued separately.

**Licensee Residing Out-of-State**

Out-of-state residents must have an RE 234 on file with this Department. This form must be completed, signed, notarized, and returned to DRE.

Brokers must maintain a California business address if engaging in business in California. If *not* engaging in business in California, brokers must also file an RE 235.

Salespersons must be licensed with a California broker if engaging in business in California.

**Discontinuing Salesperson Employment**

- Use **eLicensing** to discontinue salesperson employment.
- Submit a completed RE 214 or a letter containing the following: salesperson's name, ID#, date employment was discontinued, and the former broker's name and signature.
- A salesperson may also submit a completed RE 214 to discontinue employment from the former broker.
- Strike out former broker's name on the license. Date, initial and return license to salesperson.

**Change of Sponsoring Broker**

Use **eLicensing** or submit a completed RE 214 signed by the salesperson, the new sponsoring broker, and the former broker (if available). License certificate should be returned to the salesperson by former broker and given to the new sponsoring broker. If the salesperson wishes to be placed on *non-working* status, he/she would retain possession of the license.

➤ **Restricted Licensees**

**eLicensing may not be used for this transaction.** Submit a completed RE 214A signed by the salesperson, the new sponsoring broker, and the former broker (if available). License certificate should be returned to the salesperson by former broker and given to the new sponsoring broker. If the salesperson wishes to be placed on *non-working* status, he/she would retain possession of the license. RE 214A must be returned to DRE directly.

**Change of Mailing Address**

**Broker** – Use **eLicensing** or submit a completed RE 204. Make the change on the license. Date and initial it.

**Salesperson** – Use **eLicensing** or submit a completed RE 214. Make the change on the license. Date and initial it.

- Business and license mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying such addresses.
- License certificates and correspondence are always mailed to the licensee at the mailing address provided to this Department.
- An employing broker's change of address will not change the salesperson's mailing address.
- A new license is not automatically issued. If a new license certificate and pocket card are desired, submit a completed RE 225 and include the \$15 fee.

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### **Change of Personal Name**

**Broker** – Submit a completed RE 204 and a photocopy of appropriate legal documentation to substantiate the name change (see below). A new license certificate and pocket card will be issued bearing the new name.

**Salesperson** – Submit a completed RE 214 and a photocopy of appropriate legal documentation to substantiate the name change (see below). A new license certificate and pocket card will be issued bearing the new name.

Acceptable documentation (*copies are preferred*):

- Court order reflecting a legal change of name
- Driver's license showing new name
- Marriage certificate
- Divorce decree showing both names
- Any other legal document showing both names in question.

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### **Change of Main Office Address**

**Broker** – Use *eLicensing* or submit a completed RE 204. Make the change on the license. Date and initial it. (*The main office address must be a physical California address.*) A new license is *not* automatically issued. If a new license certificate and pocket card are desired, submit a completed RE 225 and include the \$15 fee.

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### **Branch Office License**

**To Add/Cancel** – Submit a completed RE 203 for each office being *added* or *cancelled*. Salespersons are not affected by the cancellation or issuance of a branch office license. A license certificate will be issued for new branches.

*Note:* Fictitious business names are printed on branch office licenses.

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### **Fictitious Business Name/Doing Business As (DBA)**

Prior to filing your Fictitious Business Name Statement (FBNS) with the county, you may wish to contact a local DRE district office, or check our Web site [dre.ca.gov](http://dre.ca.gov), to determine if the name is already in use by another broker. Refer to RE 282 and Commissioners Regulation 2731 for further information.

**To Add** – Submit a completed RE 204 and a certified copy of the Fictitious Business Name Statement. The broker applying for the DBA *must* be reflected on the FBNS as a registrant. A new license and pocket card will be issued.

**To Cancel** – Submit a completed RE 204 showing the DBA to be cancelled. A new license certificate will be issued.

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### **Renewal Licenses**

See Licensing Renewal Information (RE 211A) for complete instructions on renewals.

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