

DRE USE ONLY  
DRE RECEIVED DATE

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# REQUEST FOR DUPLICATE POCKET CARD

RE 225A (Rev. 7/20)

### General Information

- This form is to be used to request a duplicate pocket card only.
- The pocket card will be mailed to the licensee's current mailing address on record. To change a mailing address, please use the **eLicensing** system at [www.dre.ca.gov](http://www.dre.ca.gov), or attach the appropriate change application with this form.
- Changes to license records can not be made using this form.
- Only one duplicate pocket card is issued per person.
- Pocket cards are not available for branches.
- Type or print clearly in ink (black or blue; do not use red).
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.
- There is no fee for duplicate license certificates. Licensees can print their license certificates online using the **eLicensing** system at [www.dre.ca.gov](http://www.dre.ca.gov).

### Fee & Mailing Information

A fee of \$15 is required for a duplicate pocket card.

This request and fee may be submitted in person at any district office or mailed to the Sacramento office. Fax copies are not acceptable.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card. **Do not send cash.**


- Make check or money order payable to: **Department of Real Estate**
- If paying by credit card, a fully completed **Credit Card Payment (RE 909)** form must accompany this request.

**Mail To:** Department of Real Estate  
P.O. Box 137000  
Sacramento, CA 95813-7000  
  
Phone: (877) 373-4542

## I. LICENSEE INFORMATION

1. LICENSEE'S NAME - LAST, FIRST, MIDDLE	2. LICENSE ID NUMBER
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## SIGNATURE OF LICENSEE

SIGNATURE OF LICENSEE  	DATE
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PROC. #	DATE PROCESSED	COMMENTS