

**EXAM/LICENSE APPLICATION CHECKLIST**

RE 216B (Rev. 6/09)

GENERAL INFORMATION

This checklist may be used for *either* the salesperson or broker exam/license applications.

- ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
- ✓ 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 187002
Sacramento, CA 95818-7002

✓ Titles of forms referenced by number. **Note:** Asterisk denotes forms available on DRE's Web site at www.dre.ca.gov.

- *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 205 State Public Benefits Statement
- *RE 205A State Public Benefits Information
- *RE 205B State Public Benefits (Comprehensive List)
- *RE 206 Exam & Licensing Fees
- *RE 237 Live Scan Service Request (Applicant)
- *RE 237B Fingerprint Information
- *RE 909 Credit Card Payment

SALESPERSON APPLICANTS**Required documents...**

- RE 435 — Completed and signed by applicant.
- Transcript for Real Estate Principles, Real Estate Practice and/or one other required course — not needed, if previously submitted.
- RE 205 — Completed and signed by applicant.
- Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator. **Note:** Not needed if your fingerprints were taken within two years of submitting your examination application.
- License fee** — Refer to RE 206 for current fees.
 - \$305 (exam & license)
 - \$245 (license only; if exam has been pre-paid)
- 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.
- RE 205 — Completed and signed by applicant. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator. **Note:** Not needed if you hold a current California real estate license or held a California real estate license which expired during the past two years.
- License fee** — Refer to RE 206 for current fees.
 - \$395 (exam & license)
 - \$300 (license only; if exam has been pre-paid)
- 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.