

**State of Alabama  
REAL ESTATE COMMISSION**

**Application for Real Estate Salesperson's Reciprocal License**

Mailing Address: 1201 Carmichael Way • Montgomery, Alabama 36106 • (334) 242-5544

**INSTRUCTIONS**

- A. Attach an official "Certificate of Licensure" form (License History-**NOT A COPY OF YOUR REAL ESTATE LICENSE**) showing you hold a current License (**one that was not obtained by reciprocity**) in another state. **THIS CERTIFICATION MUST HAVE BEEN ISSUED WITHIN 120 DAYS OF OUR RECEIPT OF THIS APPLICATION.**
- B. Fees for ACTIVE or INACTIVE license status: Submit one check made payable to the Alabama Real Estate Commission.
  - 1. License Fee:
    - \$170.00 for license issued between 10/01/2008 and 09/30/2009
    - \$ 85.00 for license issued between 10/01/2009 and 09/30/2010
  - 2. Criminal Records Search Fee: \$25.00 (**The attached Criminal History Information Release Form MUST be completed and submitted with this application**)
  - 3. Research and Education Fee: \$30.00
  - 4. Recovery Fund Fee: \$30.00 If you paid this fee previously upon obtaining an active Alabama Salesperson's license, **do not pay it again.** Do not pay this fee if license is to be issued to inactive status. Submit only at time of license activation.
- C. In addition to the fees, attach the following:
  - 1. A recent 2" x 2" photograph to top right corner. It must have been taken within the past year.
  - 2. Attach proof of minimum age requirement of 19 years old. You may submit a copy of a valid driver's license, U.S. passport, birth certificate, or any other document acceptable to the Alabama Real Estate Commission.
  - 3. Proof of residency in your state of domicile. Document with ONE of the following: copy of driver's license, car tag receipt, deed to home, lease agreement on a home or residential apartment, property tax bill, or voter's registration card.
  - 4. Proof of U.S. Citizenship, permanent resident alien, or being legally present in the United States. Acceptable documentation is:
    - (a) Driver license or non-driver identification issued by any state of the United States; or
    - (b) Birth certificate issued by any state in the United States; or
    - (c) Permanent Resident Card, commonly known as a "green card"; or
    - (d) Any visa issued by the United States; or
    - (e) Any other documentation issued by the United States indicating legal presence in the United States.
- D. You may not engage in real estate business until your license is received by your qualifying broker.

**R•E•L•E•A•S•E**

KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, am licensed by or registered with and/or applicant for licensure by or registration with the State of Alabama Real Estate Commission, hereinafter called AREC, which said entity is charged by law with ascertaining that persons engaged in the real estate business are trustworthy, bear a reputation of honesty and truthfulness, and have not been convicted of a felony or any criminal offense involving moral turpitude. The premises considered, I do hereby voluntarily and knowingly expressly waive and relinquish any and all rights, created by or growing from any state or federal law related to or dealing with the right to privacy and/or the confidentiality of any governmental records, files, or information pertaining to me, to which, except for this waiver, I would be entitled. This waiver is specifically intended to protect the Alabama Department of Public Safety, hereinafter called ADPS, and any other governmental entity which may provide information about me to AREC. I hereby expressly authorize ADPS to release and provide to AREC all information, records or files pertaining to me and the same shall not be restricted to records which indicate a final conviction of a criminal charge. Finally, in further consideration of the premises, I agree for myself, my heirs, executors and administrators, that no suit, claim, or legal action of any kind will ever be brought against any ADPS official or personnel for having provided AREC with any files, records, or data pertaining to me.

Legal Signature of Applicant \_\_\_\_\_ Dated: \_\_\_\_\_

Applicant's Social Security Number: \_\_\_\_\_

**(NOTE: PLEASE PRINT ALL ANSWERS IN INK OR USE TYPEWRITER)**

**All questions must be answered fully. Failure to do so will result in delay and/or denial of your application.**

- 1. Full Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_
- 2. Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- 3. Mailing Address: \_\_\_\_\_
- 4. Email Address: \_\_\_\_\_
- 5. Presently Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_
- 6. Date of Birth: \_\_\_\_\_ (Submit documentation of age) Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
Month Day Year
- 7. Name your state of residence: \_\_\_\_\_ Length of Residence: \_\_\_\_\_
- 8. Check how you are documenting being a U.S. citizen or legally present in the United States.  Driver's license or non-driver I.D.  U.S. birth certificate  permanent resident card  visa issued by the U.S.  Other \_\_\_\_\_
- 9. Have you ever been denied a real estate license or has a real estate license held by you ever been revoked?  Yes  No  
If so, attach explanation on separate sheet of paper giving details and dates.
- 10. The following questions do not refer to arrests or convictions as a juvenile or youthful offender. The information requested is limited to felonies and crimes involving moral turpitude. Examples of moral turpitude are shoplifting and worthless checks. **HAVE YOU EVER BEEN:**
  - (a) Arrested?  Yes  No
  - (b) Indicted?  Yes  No
  - (c) Convicted of a criminal offense?  Yes  No
  - (d) Fined?  Yes  No
  - (e) Imprisoned?  Yes  No
  - (f) Placed on Probation?  Yes  No

**IF YES TO ANY OF THE ABOVE, GIVE COMPLETE EXPLANATION ON ADDITIONAL SHEET AND ATTACH TO APPLICATION**

11. IF YOU ARE NOT A RESIDENT OF THE STATE OF ALABAMA, you must agree to and sign the following:

I, as a nonresident applicant for a real estate license and as a licensee, agree that the Alabama Real Estate Commission shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any county of the State of Alabama.

I hereby appoint the Executive Director or the Assistant Executive Director of the Alabama Real Estate Commission as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that any service upon my agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability remaining in the State of Alabama. I understand that my agent shall, within a reasonable time after service upon him or her, mail a copy of the service by certified mail, return receipt requested, to me at my last known business address.

I agree that I am bound by all the provisions of the Alabama Real Estate License Law the same as if I were a resident of the State of Alabama.

Legal Signature of Applicant \_\_\_\_\_

**CHECK ONE OPTION:**

Issue license to:  Active Status  Inactive Status

▪ If license will be issued to inactive status, do not complete the following section. Proceed to Affidavit.

**ALABAMA BROKER, OR BROKER APPLICANT, UNDER WHOM YOU WISH TO BE LICENSED MUST COMPLETE THE FOLLOWING:**

"In my opinion this applicant is honest, trustworthy and of good reputation, and I hereby accept responsibility of any actions of this licensee under the provisions of the Alabama Real Estate License Law."

1. Alabama Qualifying Broker's Name (Please Print) \_\_\_\_\_

2. Alabama Qualifying Broker's Signature \_\_\_\_\_

**FOR QUALIFYING BROKERS ONLY:** I understand and agree that if my place of business is in Alabama, I may not have any Alabama licensees under me, unless I am in a position to actually supervise them on a full-time basis as required by law. Simply put, my licensees and I must be in the same place

3. Alabama Company Name (as appears on license) \_\_\_\_\_

4. Company License Number (PLEASE STATE ACCURATELY) \_\_\_\_\_

5. Company Telephone Number \_\_\_\_\_

**AFFIDAVIT**

**INSTRUCTIONS:** This affidavit must be completed and signed as part of your application for either a reciprocal broker or salesperson license whether active or inactive.

NAME OF APPLICANT (Please Print) \_\_\_\_\_,

being duly sworn, deposes and says I am the applicant named above and, I have read the application with the answers noted thereon. The answers are true to my knowledge, except as to any matter stated to be upon information and belief, and as to such matter I believe it to be true, and I personally signed this affidavit. I further verify that I knowingly and willingly signed the release statement contained on the first page of this application form. I give permission to the staff of the commission to have access to such education, employment, law enforcement, and other records as are necessary to verify or contradict the information I have provided.

I have read and I understand the Alabama Real Estate License Law and Alabama Real Estate Commission Rules. I will comply with their provisions, including:

- Meeting continuing education requirements at license renewal time by submitting proof of completion of Alabama approved courses or supplying a copy of my active license in another state.
- Complying with all requirements for license renewal because my license expires on the date shown on my license certificate.
- Complying with requirements for change of business or home address.
- Complying with license change (transfer) procedures.
- Complying with RECAD.

I understand this list does not include all the provisions and requirements of the law and rules as they apply to me, but these are most commonly missed by reciprocal licensees.

(Signed) \_\_\_\_\_

Legal Signature of Applicant

FOR ABI USE ONLY

**CRIMINAL HISTORY INFORMATION RELEASE FORM**  
**ABI-46 (Revised 04-15-03)**

**This Form MUST be completed and included with your application for an Alabama Real Estate License.**

**SECTION 1.**

**Type or print legibly**

**(\*) Required Information**

\_\_\_\_\_  
Last Name\*

\_\_\_\_\_  
First Name\*

\_\_\_\_\_  
Middle Name\*

\_\_\_\_\_  
All other names used\*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
MM\* DD\* YYYY\*  
**[Date of Birth]**

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Race\*

\_\_\_\_\_  
Sex\*

\_\_\_\_\_  
Telephone\*

**SECTION 1.A.**

**AFFIDAVIT FOR RELEASE OF INFORMATION**

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant\*

\_\_\_\_\_  
Name of Witness (1)

\_\_\_\_\_  
Name of Witness (2)

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_, 20\_\_\_\_

[ FOR AREC USE ONLY ]

**SECTION 2.**

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history information to,

\_\_\_\_\_  
Name & Address of Requesting Agency, Applicant or Authorized Agent\*

\_\_\_\_\_  
Signature & Social Security Number of Applicant or Person to receive results\*

\_\_\_\_\_  
Date

**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM**

Use the ABI-46 form to request all criminal background checks on individuals.

Detach these instructions before submitting this form with your application.

**SECTION 1.**

Last Name, First Name, Middle Name, and any other names used, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted, Telephone (including Area Code).

**Use these codes for race:**

**(A) – Asian**, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

**(B) – Black**, includes Negro, Colored and Afro-American.

**(H) – Hispanic**, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.

**(I) – American Indian**, includes Alaskan native and Eskimo.

**(O) – Other**, includes numeric abbreviated phrases (i.e., 1, 2, 3 etc.), “C”, “Unk” and all other phrases not listed.

**(W) – White**, includes Caucasian.

**SECTION 1.A.**

Affidavit must be signed by applicant in order for criminal history check to be processed.

The *signature* must be notarized **or** witnessed by two individuals.

**SECTION 2.**

Name, complete mailing address, signature & social security number of the person who will **receive** the processed criminal history information and be responsible for its security.

**(\*) Required Information**