



## Request for Certification of Licensure

### IMPORTANT INFORMATION

- The fee for the Certification of Licensure is **\$10.00**. Complete certification requests are normally processed within 3 business days of receipt and are mailed to the address you indicate on this form.
- Certifications of Licensure can also be purchased online from the Commission's website using the licensee's login credentials. Certification requests completed online will not be mailed from the Commission office and are only available to be printed directly from the website; therefore, they will not have the raised seal of the Commission. **Some state licensing boards do not accept online certifications. Please verify that our online certification will be accepted before you purchase it.**
- Certifications are available for licensed Alabama companies. Active companies have the option to purchase a certification online using the qualifying broker's login credentials. Inactive company certification requests must be mailed to the Commission office by completing this form, there is no online option for these requests.
- Mail requests and fees to: *Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106.*

#### 1. Name and Address of the Person/Organization Requesting the Certification

Name \_\_\_\_\_

Address \_\_\_\_\_

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

2. Name of Licensee \_\_\_\_\_

3. License Number \_\_\_\_\_ - \_\_\_\_\_ (example 99999-0)

4. Status of the License (Please check one):

Current (Active or Inactive)

Expired

Lapsed

Not Known

5. Mail the Certification to the following address:

Check here if the Certification should be mailed to the address in Number 1.

Name \_\_\_\_\_

Address \_\_\_\_\_

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