



Application for Real Estate Broker's Reciprocal License

This is a sample application for information purposes only.

DO NOT PRINT THIS AND SEND IT TO THE ALABAMA REAL ESTATE COMMISSION.

A license application will be given to you at the test center upon passing the examination.

Information for Real Estate Broker's Reciprocal License Application

Certification of Licensure: A Certification of Licensure Form (NOT A COPY OF YOUR LICENSE) prepared by each state where you hold a current license that is NOT a reciprocal license and where you passed the entire licensing examination must be provided. **CERTIFICATIONS MUST HAVE BEEN ISSUED WITHIN 120 DAYS OF OUR RECEIPT OF THIS APPLICATION.**

90-Day Deadline: The completed applications, all additional materials and fees MUST be complete and submitted to the Alabama Real Estate Commission within 90 days of your examination date. The 90-day timeframe is measured from examination date to postmark for those applications mailed into the Commission. Failure to meet this deadline will mean your exam score is null and void.

PAYMENT Make sure checks are filled out completely and signed. Payable in one lump sum to the Alabama Real Estate Commission.

Fees:

\$150 License Fee

\$ 30 Research and Education Fee (If you already hold an Alabama license **AND** have already paid this fee, do not submit this fee again.)

\$ 30 Recovery Fund Fee (If you already paid a \$30 recovery fund fee to obtain an Alabama real estate license OR if you are having this license placed on inactive status, do not include this fee.)

Required Additional Materials: In addition to the attached real estate license application form and fees several additional pieces of information are necessary to complete the license application.

- If you currently hold an active salesperson license in Alabama, have your qualifying broker return it to the Commission with these application materials.
- Applicants must submit to a fingerprint-based federal and state criminal background check, mandated by Ala. Code Act 2016-322, by working with the Commission's processing company, Gemalto Cogent. **License issuance will not proceed until the Commission has received the criminal history record information (CHRI).***
- Non-resident applicants who cannot come to Alabama to be fingerprinted must contact the Real Estate Commission office and request a set of fingerprint cards. Upon receiving the cards in the mail, non-residents must have their prints professionally rolled then submit them to Gemalto Cogent. Follow the instructions on Gemalto Cogent's website (a link may be found on the Commission's website). **Use of fingerprint cards is only for non-residents who cannot come to Alabama to have their fingerprints scanned.***
- Proof of age*
- Proof of citizenship or legal presence in the United States*
- Proof of residency in your state of domicile*
- Non-residents of Alabama must also supply the Consent to Jurisdiction Form (part of the application) x
Certification of licensure issued within the last 120 days *
- If you will be the qualifying broker for a company or branch office, a separate application and fee should be attached. If you will be replacing a qualifying broker please submit the appropriate form*

***IMPORTANT!** Applicants must coordinate the submission of their application form and the submission of their fingerprints. **The CHRI will be sent to the Real Estate Commission directly from Gemalto Cogent and will only be available to the Commission for 30 days; therefore, we recommend that applicants submit this application (by mail or in-person) on the same day that they submit their fingerprints to Gemalto Cogent.** You must refer to instructions and guidance on how to provide the information requested above and found on the Commission's website at www.arec.alabama.gov. The same information is available in print format and will be provided, upon request, by contacting the Commission Licensing Division.

YOU MAY NOT ENGAGE IN REAL ESTATE BUSINESS AS AN ASSOCIATE BROKER UNTIL YOUR LICENSE HAS BEEN ISSUED TO YOUR QUALIFYING BROKER.

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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: _____

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CHECK ONE OPTION: Issue license to: ___Active ___Inactive

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

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

³In 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 License No (if already licensed) _____
3. Alabama Qualifying Broker's Signature _____
4. Alabama Company Name (as appears on license) **OR** Name of company to be registered in Alabama (company not required to be physically located in Alabama): _____
NOTE: If registering a new company in Alabama, obtain an Application for Company License from our Web site (www.arec.alabama.gov) or from the Real Estate Commission office and submit with appropriate fees along with this application.
5. Company License Number (PLEASE STATE ACCURATELY) _____
(If registering a new company, number will be assigned)
6. 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.

Signed _____
Legal Signature of Applicant