



**APPLICATION FOR REAL ESTATE SALESPERSON'S TEMPORARY 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 Salesperson's Temporary 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 to 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.

**\$210 total for Active License**

**\$150 License Fee**

**\$ 30 Research and Education Fee**

**\$ 30 Recovery Fund Fee** (If you are having this license placed on inactive status, do not include this fee, it will be paid upon activating.)

**\$180 total for Inactive License** (This does not include the \$30 Recovery Fund Fee. It will be paid when the license is activated.)

**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.

- ☐ 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. **License issuance will not proceed until the Commission has received the criminal history record information (CHRI).**\*
- ☐ Proof of age\*
- ☐ Proof of high school graduation or the equivalent\*
- ☐ 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\*
- ☐ Certification of licensure issued within the last 120 days, if you hold or have held a real estate license in another state within the last 3 years\*

**\*IMPORTANT!** Applicants **must** coordinate the submission of their application form and the submission of their fingerprints. **The CHRI will be sent to the Commission directly from Gemalto 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.** You **must** refer to instructions and guidance on how to provide the information requested above and found on the Commission's website at [arec.alabama.gov](http://arec.alabama.gov). The same information is available in print format and will be provided, upon request, by contacting the Commission's Licensing Division.

**YOU MAY NOT ENGAGE IN REAL ESTATE BUSINESS UNTIL YOUR ACTIVE LICENSE HAS BEEN ISSUED TO YOUR QUALIFYING BROKER.**

Mail the completed application to the Alabama Real Estate Commission's Licensing Division at 1201 Carmichael Way, Montgomery, AL 36106.



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Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name Nickname\* Suffix

**\*Nickname must be filled in if the nickname will be used in business.**

Residence Address (No PO Boxes): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**IF ANY PRE-PRINTED APPLICATION INFORMATION IS INCORRECT, MARK IT OUT AND CLEARLY PRINT THE CORRECT INFORMATION.**

**Additional information (please print):**

1. Email Address: \_\_\_\_\_ State of Residence: \_\_\_\_\_
2. Are you a U.S. citizen? ☐ YES ☐ NO If yes, choose the document type you will be submitting: ☐ U.S. Birth Certificate ☐ AL Driver's License.  
**Be sure to include a copy of the document referenced with your application materials.**
3. If not a U.S. citizen, are you legally present in the U.S.? ☐ YES ☐ NO If yes, how are you documenting this? \_\_\_\_\_  
**Be sure to include a copy of the document referenced with your application materials.**

**RELEASE – 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 Law Enforcement Agency, hereinafter called ALEA, and any other governmental entity which may provide information about me to AREC. I hereby expressly authorize ALEA to release and provide to AREC any and 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 ALEA official or personnel for having provided AREC with any files, records, or data pertaining to me.

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



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4. Desired License Status (check one): ☐ Active ☐ Inactive

5. If license will be issued to Active status, complete the following information:

Company Name: \_\_\_\_\_ Company Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_ Company License Number: \_\_\_\_\_

If 'Yes' to any of the following questions, give a complete explanation on an additional sheet and attach it to the application. NOTE: Failure to answer each question completely and honestly will result in this application being delayed and/or denied.

6. Have you ever been licensed as a salesperson or broker in any state(s), including Alabama? ☐ Yes ☐ No  
If yes, provide names of states, approximate dates of licensure and types of licenses held.

7. Have you ever had an application for a real estate license rejected in any state within the last two years? ☐ Yes ☐ No

8. Has a real estate license held by you ever been revoked? If yes, please provide an explanation. ☐ Yes ☐ No

9. HAVE YOU EVER BEEN:

(a) Arrested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(d) Fined?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Indicted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(e) Imprisoned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Convicted of a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(f) Placed on Probation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**All Applicants Must Complete.** I hereby attest and affirm that the information provided in this application is true and correct to the best of my knowledge and belief, and I understand that if this information is not true and correct, I am subject to the penalties of making a false affidavit.

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

\_\_\_\_\_  
Dated

**Qualifying Broker Must Complete the Following.** I certify that I am the qualifying broker for the above named applicant and that I will be responsible for the applicant's real estate activities.

\_\_\_\_\_  
Printed Name of Qualifying Broker

\_\_\_\_\_  
Signature of Qualifying Broker

\_\_\_\_\_  
Date