



**APPLICATION FOR REAL ESTATE SALESPERSON'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 Salesperson'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. **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 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.

**Fees:**

- \$170 License Fee** if issued between 10/01/2020 and 09/30/2021; **OR**
- \$ 85 License Fee** if issued between 10/01/2021 and 09/30/2022
- \$ 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 activation)

**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).\***
- ☐ 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. Follow the instructions on Gemalto'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)
- ☐ Certification of licensure issued within the last 120 days\*

**\*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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**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 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: \_\_\_\_\_

☐ Check here indicating you have attached certifications of licensure from other states.

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

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

2. Residence Address (No P.O. Boxes): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Presently Licensed With: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile Phone:- \_\_\_\_\_

6. 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.**

7. 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.**

8. Name your state of residence \_\_\_\_\_ Length of Residence \_\_\_\_\_

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.



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**10. 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 |

**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 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** ☐ **Inactive**

**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 \_\_\_\_\_
3. Alabama Company Name (as appears on license) \_\_\_\_\_
4. Company License Number (PLEASE STATE ACCURATELY) \_\_\_\_\_
5. Company Telephone Number: \_\_\_\_\_



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**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