

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 * (702) 486-4033
e-mail: realest@red.nv.gov * <http://red.nv.gov/>

REAL ESTATE LICENSE
CHECKLIST AND APPLICATION FOR REINSTATEMENT

The filing of this application does not authorize the applicant to conduct any activity for which a license is required. Prior to submitting this application, be sure each question has been completely, thoroughly, and honestly answered. The reinstatement application must contain original signatures. All documents that meet the licensing requirements must be completed and provided in full at the time of submission of this reinstatement application.

- APPLICATION and FEES:** Licensees may apply with a completed reinstatement Form 544. Payment options are checks or money order payable to the Nevada Real Estate Division or NRED, cash in exact change, and credit card for in person transactions.

\$20 - Reinstatement fee for license that was voluntarily inactivated. **or;**

\$30 - Reinstatement fee for license which was involuntarily inactivated for failure to give written notice (Form 506).

\$20 - Change of employer or a change of brokerage company information.

RENEWAL FEES: (These fees are additional to the reinstatement fees if applicant is due for renewal.)

SALESPERSON:	within renewal date	\$180.00
	within one year past renewal date	\$255.00
BROKER OR BROKER/SALESPERSON:	within renewal date	\$220.00
	within one year past renewal date	\$315.00

- FINGERPRINTS:** These are required for the applicant whose license has been on “inactive” status for 12 months or longer. Two options are available. You may either send directly to the real estate division one hard copy card and finger print fee or obtain a list of approved finger print vendors for the electronic submission (obtain [Form 619](#) for all authorized vendors). Upon application you are required to submit; [a] for the **electronic fingerprint** option: the original fingerprint verification form provided by the authorized vendor. [b] for the **hard copy card** option: complete the entire top portion of the card in black ink and attach a **\$36.25** cashier’s check or money order made payable to *Department of Public Safety (DPS)*. Personal checks or cash will NOT be accepted by the DPS.
- NON-US CITIZENS:** Please provide proof of eligibility to work. Copies may be enlarged.
- EXAM:** For licensees that have a “renewed/inactive” status for 24 months (2 years) or more, **only** the state exam must be taken. Reinstatement applicants must contact Pearson VUE testing service: <http://www.pearsonvue.com/nv/realestate/> or call: (888) 248-8055 to take the exam.
- FINGERPRINT BACKGROUND WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the reinstatement application if providing fingerprints.

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- EDUCATION:** Provide a copy of the course certificate(s) meeting the education requirement for the reinstatement of a license which has been placed on inactive status. All education must be attached to your 544 form. Copies of education certificates are accepted. Qualifications are as follows:

1-Year Initial License Only:

- (1) Thirty (30) hour Post-Licensing course required when a license reinstates within the first year of licensure.

- a. **Continuing education in lieu of Post-licensing education:** Licensees that held a Nevada Real Estate license within the last five years or held a current out-of-State Real Estate license upon initial application, may choose to take twenty-four (24) hours of continuing education courses.

Salesperson: 24 hours total consisting of not less than 12 hours devoted to 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours of contracts and 12 general hours instead of the post licensing course.

Broker and Broker salesperson: 24 hours total consisting of not less than 15 hours devoted to 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours of contracts 3 hours of Broker management and 12 general hours instead of the post licensing course.

2-Year Initial License Only:

- (2) Forty-two (42) hours required if the license reinstates after their first renewal period and was placed on inactive status for more than one year, but less than two years, or during the initial license period. Submit certificates for thirty hours (30) of Post licensing education and twelve (12) hours of continuing education.

- a. **Continuing education in lieu of Post-licensing education:** Licensees that held a Nevada Real Estate license within the last five years or held a current out-of-State Real Estate license upon initial application, may choose to take twenty-four (24) hours of continuing education courses.

- b. The continuing education courses for twelve (12) hours must consist of the following:

Salesperson: 12 hours devoted to 3 hours of law, 3 hours of ethics, 3 hours of agency, and 3 hours of contracts.

Broker and Broker salesperson: Fifteen (15) hours devoted to 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours of contracts, and 3 hours of Broker management.

- (3) Twenty-Four (24) hours if the license was on inactive status for a period of 2 years or less, no part of which was during the initial license period;

Salesperson: Twenty four hours total consisting of not less than 12 hours devoted to 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours of contracts and 12 general hours instead of the post licensing course.

Broker and Broker salesperson: Twenty four hours total consisting of not less than 15 hours devoted to 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours of contracts 3 hours of Broker management and 9 general hours.

- (4) Forty-Eight (48) hours if the license was on inactive status for a period of more than 2 years, no part of which was during the initial license period.

Salesperson: Forty-eight hours total consisting of not less than 24 hours devoted to 6 hours of law, 6 hours of ethics, 6 hours of agency, 6 hours of contracts and 24 general hours instead of the post licensing course.

Broker and Broker salesperson: Forty-eight hours total consisting of not less than 30 hours devoted to 6 hours of law, 6 hours of ethics, 6 hours of agency, 6 hours of contracts 6 hours of Broker management and 18 general hours.

- (5) Fifty-Four (54) hours if the license was on inactive status for a period of more than 2 years, part of which was during the initial license period. Provide proof of a 30-hour post-licensing course and 24 hours of general course work.

- a. **Continuing education in lieu of Post-licensing education:** Licensees that held a Nevada Real Estate license within the last five years or held a current out-of-State Real Estate license upon initial application, may choose to take twenty-four (24) hours of continuing education courses.

Specifications for **Salespersons:** 12 hours of required course work.

Specifications for **Broker and Broker Salespersons:** 15 hours of required course work.

At least 50 percent of the total hours of required continuing education must be taken through live instruction.

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BROKERS ONLY

In addition to the requirements listed on the previous page, brokers must submit the following:

- BROKER Experience:** Must provide proof of 2 years active full-time real estate licensed experience within the last 4 years pursuant to NRS 645.330. Unless you were licensed as a Real Estate broker, you must attach a completed experience verification Form 509. Out-of-state licensed experience must attach a certified license history dated within 90 days of this application.
- BROKER Location of Records:** Broker applicants only must attach a completed Form 512.
- BROKER Business:** Brokers must register their business name with a Nevada county or Nevada Secretary of State. Please submit proof of registration. See Form 508 for details.
- BROKER Financials:** Broker must submit Form 558 and credit report for approval prior to application for reinstatement if he/she has been inactive for more than 12 months.

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APPLICATION FOR REINSTATEMENT

- Please complete and submit pages 3 through 6 to the Nevada Real Estate division in person or by mail.
- Attach supporting documents that meet the reinstatement requirements listed in the previous check list.

License Number: _____ **Date:** _____

1. Name of Licensee: _____
Last First Middle

Home Address: _____
No. & Street City State Zip Code

Phone contact: () _____ **Email address:** _____

Mailing address if different from above: _____

2. Business Name: _____

Franchise Name (if applicable): _____

Business Address: _____
No. & Street City State Zip Code

Business Phone: _____ **Fax:** _____

Broker Declaration:

I hereby certify that I am the Nevada Real Estate broker, or authorized and registered as the Broker Salesperson-Office Manager of the Brokerage or Broker Salesperson-Sales Manager for the Owner/Developer company named herein. By signing below, I, declare upon receiving the above named applicant's license, will exercise careful supervision over his/her real estate activities while he/she is associated with or employed by me. (NRS 645.600). Print your name: _____.

License number: _____ **Signature:** _____

License number and signature of Broker or Broker Salesman-Sales Manager or Broker Salesman-Office Manager.

3. Criminal and other background History: If your answer is YES to any of the following questions, attach the order as a result of the proceedings. In addition and on an attached sheet, hand write or type full details, including the administrative agency, court, and title of the proceeding, disposition and any other pertinent information. Make certain you sign and date the written explanation. (see NRS 645.330)

Yes No

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. | Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license? |
| <input type="checkbox"/> | <input type="checkbox"/> | b. | Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | Has an application for any type of license been denied? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | Have you <u>ever</u> been convicted of a felony, gross misdemeanor, or misdemeanor? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. | Have you <u>ever</u> been convicted of, or are you under indictment for, or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. | Are you presently on parole or probation or paying any restitution? |
| <input type="checkbox"/> | <input type="checkbox"/> | h. | Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge. Date of discharge _____. |

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4. REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE

Pursuant to NRS 353C.1965

All applicants MUST complete this section. Please select ONE option.

- I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.
My Nevada business license number is: _____
- I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.
- I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/>

5. PURSUANT TO NRS 645.358, the following statement must be answered and signed.

- I am **NOT subject** to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and **AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.**
- I am subject to a court order for the support of one or more children and **NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.**

6. Applicant declaration and signature:

I declare under penalty of perjury that the answers contained in this application are true and correct. (NRS 53.045)

I understand that if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan, my application for license, certification or renewal of a license or certification will be denied.

I further certify that I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada.

I, by signing this application, authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

Applicant Name (Please Print)

X

Applicant Signature



Fingerprint Background Waiver

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by **the Nevada Real Estate Division** (*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records. If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize **the Nevada Real Estate Division** (*name of requesting agency*) (*name of requesting agency*), to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
PLEASE PRINT Last Name First Name Middle

ADDRESS: _____
PLEASE PRINT

Applicant's Signature: _____

Date: _____

Submitting Agency: **Nevada Real Estate Division**

Address: **3300 West Sahara Avenue #350**

Las Vegas, NV 89102

Agency Representative: _____
PLEASE PRINT Last Name First Name Middle

Agency Representative Signature: _____

Date: _____