

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

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

**REAL ESTATE LICENSE
CHECKLIST AND APPLICATION**

- APPLICATION:** Must be 18 years or older to apply with a completed application [Form 549](#).
- FINGERPRINTS:** Submit the original fingerprint **verification form** issued by an approved fingerprint vendor. (obtain [Form 619](#) for Nevada approved vendors).
- NON-US CITIZENS:** Please provide proof of eligibility to work in the United States.
- NON-RESIDENT:** All non-residents must submit the notarized “Consent to service of process” [Form 656](#)
- PRIOR LICENSE:** Obtain a **certified** license history issued by the state in which you are licensed. The history must be dated within 90 days of your application submission date.
- EDUCATION:** Submit proof of course completion by education certificate or certified college transcript. Specific course requirements are located on [Form 501](#).
- CIVIL APPLICANT WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the application.
- EXAM:** Submit original passing exam results from Pearson Vue.
 - A.) Nevada state exam dated within the last 12 months.
 - B.) General exam dated within the last 12 months. (If applicable)
- FEES:** SALESPERSON **\$125.00** BROKER/SALESPERSON AND BROKER **\$145.00**

Fee payments are accepted in check, cashier’s check, or money order payable to Nevada Real Estate Division or cash in the exact amount. Credit cards are accepted for in person transaction with a 2% convenience fee. Fees are non-refundable.
- BROKER APPLICANTS ONLY:** Review broker checklist, Form [508](#) and submit all required documents.

Applications for broker and broker/salesperson are accepted from 8 a.m. to 4 p.m. only.

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ORIGINAL LICENSING APPLICATION

For Salesman, Broker-Salesman, or Broker License

TYPE OR PRINT CAREFULLY. THIS SECTION IS TO BE COMPLETED PERSONALLY BY THE CANDIDATE. NAC 645.105 Each application must be completed personally by the applicant. Members of the Commission or employees of the Division are expressly prohibited from helping a person prepare his license application.

**Only information deemed by law to be confidential shall be confidential (SSN, exam results, background investigation results). Most information provided by an applicant for licensure is public information and must be provided upon request. By policy, the Real Estate Division shall post (via the web site) and sell licensee lists which include the licensee's name, business address (even if same as home address), and business telephone number.*

License desired. Please check the box of the license type applied for:

<input type="checkbox"/> SALESPERSON	\$125.00
<input type="checkbox"/> BROKER-SALESPERSON	\$145.00
<input type="checkbox"/> BROKER	\$145.00

SECTION I: (Please print clearly)

1. Applicant's name: _____ *Social Security: _____
*Date of birth: _____
*Home Address: _____
Street number and name, City, State, Postal code
*Mailing address (if applicable): _____
*E-mail address: _____
*Home Phone: _____ *Cell Phone: _____

2. List any names used other than legal name listed on this application and explain. Provide proof that the names are the same person when the name on this application is different from your education transcripts, certificates, examinations, etc.

DIVISION USE ONLY:

Receipt: # _____	License: # _____
Date: _____	License Issue Date: _____
Processors Initials: _____	Processors Initials: _____
Expiration Date of INS Card: _____	FP forwarded date: _____
Experience: _____ years _____ months _____ days = _____ college credits.	
Credits submitted from education courses: _____	Total credits (B/BS) or hours (S): _____

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SECTION II. ALL APPLICANTS MUST COMPLETE ITEMS 1 THROUGH 10. Attach additional sheets if more space is needed.

1. Occupation: List Employment history or unemployment status {i.e.: retired, student, homemaker, etc for the preceding two years (no gaps please) to date of application. Please attach an additional sheet if necessary.

Occupation	Employer	Address	Date Begin	Date ended

2. Residences: For preceding 3 years. Include current residence. Please attach an additional sheet if necessary.

Street Address	City & State	Begin date	End date

3. Yes No Prior experience in real estate?: If you checked **Yes**, please list all states in which you hold or have held a Real Estate license. Attach to this form a history certified by the state in which you were licensed. The history must be dated less than 90 days from the Nevada license application acceptance date. No documentation required for a license that expired over 10 years ago.

State	Type of credential	Issuance Date	Expiration date	Credential number

4. Yes No U.S. Citizen? Non-United States citizens must provide proof of the right to work in this country as an employee or independent contractor. Attach a copy of a current I.N.S. card, Work Permit card, or permanent resident card. An application submitted to the Dept of Naturalization and Immigration is not accepted.

If No, please write your country of citizenship: _____

Work permit or alien registration card expiration date: (mm/dd/yyyy) _____

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5. Personal History: *If your answer is **YES** to any of the following questions, attach the order as a result of the proceedings. On an attached sheet give full details, including the administrative agency, court, and title of the proceeding, disposition and any other pertinent information. (see NRS 645.330)*

Yes No

- 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?
- 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?
- c. 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?
- d. Have you ***ever*** been convicted of a felony, gross misdemeanor, or misdemeanor?
- e. Have you ***ever*** 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?
- f. Are you presently on parole or probation or paying any restitution?
- g. Have you ever filed bankruptcy or has bankruptcy been filed against you? If yes, please provide the date of discharge _____. If filed within the past 7 years, please provide a copy of the discharge.
-

6. CHILD SUPPORT QUESTIONNAIRE: CHECK ONE BOX, REQUIRED.

- 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.
-

7. NEVADA RESIDENT?

Yes No

If no, complete and attach a notarized 656 Form

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8. 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/>

9. DECLARATION: Signature of applicant

I, (print name) _____ hereby, under penalty of perjury, declare that the answers contained in this application are true and correct; and 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;
- 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;
- That by signing this application I 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.

Signature: _____ Date: _____

ARE YOU A VETERAN? Yes No

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10. COMPANY AFFILIATION:

Both physical and mailing and physical address **must be located in the State of Nevada.**

- a. _____
Provide Company Name: Fictitious name or **d.b.a.** (if applicable, as registered with the County Clerk's office):
- b. _____
Name of Corporation, LLC, or Partnership as registered with the Nevada Secretary of State
- c. _____ NV, 89 _____
Location address (provide number street, city ,state, zip)
- d. _____ NV, 89 _____
Company mailing address (if different from physical address above)
- e. _____
Business Telephone Number Business email address

Acknowledgement of Intent to Employ

NOTE: BROKER applicants are not required to sign "Acknowledgement of Intent to Employ" below.

f. This is to certify that I, _____, am a duly licensed broker, Owner/Developer, Sales Manager, or Office Manager on active status registered with the Nevada Real Estate Division of the Department of Business and Industry. It is my present intent to employ or associate with me the within named salesperson or broker salesperson _____ **(required)**. I will exercise careful supervision over his/her real estate activities while he/she is associated with or employed for me.

License number of Broker, Sales Manager, or Office Manager # _____ **(required)**

_____ **X** _____
Print name of Broker or Licensed Office Manager with authority Original signature of Broker or Office Manager with authority

Verification upon oath or affirmation. (section f only)

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____, (date) by _____
(Notary prints name of person signing document.)

Seal

_____ **X** _____
(Signature of Notary)



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: _____