

Application for Real Estate Broker's License

**This is a sample application for information purposes only.**

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

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

	<u>Maximum Points</u>	<u>Points Needed to Pass</u>	<u>Your Points</u>
<b>Total Combined Points</b>	211	150	166
<b>Exam Score Based on Scale of 0 to 100</b>	100	70	78

**Information and Instructions for Broker's Application**

**A. FEES:**

1. \$150— License Fee
2. \$ 25— Criminal Records Search Fee
3. \$ 30— Research and Education Fee (If you obtained an Alabama salesperson's license after 10-15-95, do not submit this fee again.)
4. \$ 30— Recovery Fund Fee (If you have paid a \$30 recovery fund fee to obtain an Alabama salesperson's license or if you are having this license placed on inactive status, do not include this fee.)

**B. 90-Day Deadline:** The completed application and appropriate fees **MUST** be submitted to the Alabama Real Estate Commission within 90 days of your examination date. Failure to meet this deadline will mean your exam score is null and void.

**C. Attach your original salesperson's license.**

**D. Attach proof of minimum age requirement of 19 years old.** You may submit a copy of a valid driver's license, U.S. passport, birth certificate, or any other document acceptable to the Alabama Real Estate Commission.

**E. Attach proof of U.S. citizenship, permanent resident alien, or being legally present in the United States.** Acceptable documentation is:

- a. Driver license or non-driver identification issued by any state in the United States; or,
- b. Birth certificate issued by any state in the United States; or,
- c. Permanent Resident Card, commonly known as a "green card"; or,
- d. Any visa issued by the United States; or,
- e. Any other documentation issued by the United States indicating legal presence in the United States.

**F. Attach proof of residency in any state.** You may submit a clear copy of a current driver's license, car tag receipt, deed to a home, lease agreement on a home or residential apartment, property tax bill, voter's registration card, or any other document acceptable to the Alabama Real Estate Commission.

**G. If you are NOT a resident of Alabama, in addition to submitting proof of residency in your state, you must obtain the Consent to Jurisdiction Form from the Alabama Real Estate Commission's website at [www.arec.alabama.gov](http://www.arec.alabama.gov), and sign and submit it with this application.**

**H. To document proof of high school graduation, attach a copy of a high school or college transcript or diploma, copy of a GED certificate, a teaching certificate, or a DD-214 showing verification of high school completion. Submit only if your Alabama salesperson's license was obtained through reciprocity.**

**I. Attach certification of licensure issued within the past 120 day period if you hold or have held a license in another state within the past five years.**

**J. If you are opening a company or branch office, obtain the appropriate application for such license from the Alabama Real Estate Commission's website at [www.arec.alabama.gov](http://www.arec.alabama.gov) and submit it with appropriate fees along with this application.**

**K. Complete and submit the attached ABI-46 form to request the release of your criminal history information to the Alabama Real Estate Commission.**

**SUBMIT ONLY PAGES 2-3 AND PAGES 5-6 OF THIS APPLICATION TO THE REAL ESTATE COMMISSION. YOU MAY KEEP PAGE 1 AND PAGE 4 BECAUSE THEY ARE FOR INSTRUCTIONAL PURPOSES ONLY.**



Application for Real Estate Broker's License

LASTNAME, FIRSTNAME

12345 MAIN STREET
ANYWHERE, AL 12345

CANDIDATE ID: 123456789
DATE OF BIRTH: 12/31/1970
SEX: MALE
HOME PHONE: (123) 456-7890
BUSINESS PHONE:

EXAMINATION DATE: 10/15/2009
EXAMINATION RESULTS: PASS
EXAMINATION SCORE: 78
EXAMINATION TYPE: BROKER

Name as currently licensed: \_\_\_\_\_

If any pre-printed application information is incorrect, mark it out and clearly print the correct information.

Additional Information (please print):

1. E-mail Address: \_\_\_\_\_ State of Residence: \_\_\_\_\_ Race: \_\_\_\_\_

2. A) Are you a citizen of the United States? \_\_\_yes \_\_\_no

B) If you are not a citizen, you must possess a certification of lawful permanent residence issued by the U.S. Government. Submit a photocopy of your registration certification (green card).

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 Department of Public Safety, hereinafter called ADPS, and any other governmental entity which may provide information about me to AREC. I hereby expressly authorize ADPS 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 ADPS official or personnel for having provided AREC with any files, records, or data pertaining to me.

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

3. Desired License Status (check one):

\_\_\_ Active Associate Broker \_\_\_ Active Qualifying Broker \_\_\_ Inactive Broker

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

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

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





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12345 MAIN STREET  
ANYWHERE, AL 12345

CANDIDATE ID: **123456789**  
 DATE OF BIRTH: **12/31/1970**  
 SEX: **MALE**  
 HOME PHONE: **(123) 456-7890**  
 BUSINESS PHONE:

EXAMINATION DATE: **10/15/2009**  
 EXAMINATION RESULTS: **PASS**  
 EXAMINATION SCORE: **78**  
 EXAMINATION TYPE: **BROKER**

ABI-46 (Revised 04-15-03)

**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM**

Use the ABI-46 form to request all criminal background checks on individuals.

Detach these instructions before submitting this form with your application.

**SECTION 1.**

Last Name, First Name, Middle Name, and any other names used, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted, Telephone (including Area Code).

Use these codes for race:

- [A] - Asian, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.
- [B] - Black, includes Negro, Colored and Afro-American.
- [H] - Hispanic, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.
- [I] - American Indian, includes Alaskan native and Eskimo.
- [O] - Other, includes numeric abbreviated phrases (i.e., 1, 2, 3 etc.), "C", "Unk" and all other phrases not listed.
- [W] - White, includes Caucasian.

**SECTION 1.A.**

Affidavit must be signed by applicant in order for criminal history check to be processed. The signature must be notarized or witnessed by two individuals.

**SECTION 2.**

Name, complete mailing address, signature & social security number of the person who will receive the processed criminal history information and be responsible for its security.

(\* Required Information)



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FOR ABI USE ONLY

CRIMINAL HISTORY INFORMATION RELEASE FORM  
ABI-46 (Revised 04-15-03)

This Form MUST be completed and included with your application for an Alabama Real Estate License.

SECTION 1.  
Type or print legibly.  
(\* Required Information)

Last Name\* First Name\* Middle Name\*

All other names used\*

Address City State Zip Code

MM\* DD\* YYYY\* Social Security Number\* Race\* Sex\* Telephone\*  
[Date of Birth]



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ANYWHERE, AL 12345

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DATE OF BIRTH: 12/31/1970  
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HOME PHONE: (123) 456-7890  
BUSINESS PHONE:

EXAMINATION DATE: 10/15/2009  
EXAMINATION RESULTS: PASS  
EXAMINATION SCORE: 78  
EXAMINATION TYPE: BROKER

SECTION 1.A.  
AFFIDAVIT FOR RELEASE OF INFORMATION

Type or print legibly.  
(\* ) Required information

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Name of Witness (1)

\_\_\_\_\_  
Name of Witness (2)

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
My Commission Expires \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

[FOR AREC USE ONLY]  
SECTION 2.

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history to:

**Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106**

Name & Address of Requesting Agency, Applicant or Authorized Agent\*

**Signature on File**

Signature & Social Security Number of Applicant or Person to receive results\*

\_\_\_\_\_  
Date