

**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**

EXPIRATION AND ISSUE DATE: An applicant for a Nevada real estate license may conduct the services of real estate only when the actual hard copy license is present. The expiration of the license defaults to two year, from the last day of the month of the issue date. Once your license is issued or other decision is made, you may view your license status on our website under the licensee look-up option. All active licenses are mailed directly to the business address indicated on this application.

- APPLICATION:** Residents and non-residents 18 years or older apply with a completed application Form 549. All requirements must be met, no exceptions. Prior to submitting this application, be sure each question has been completely, thoroughly, and honestly answered; attach the required additional documents and fee. This application must be signed and notarized where indicated. Applications lacking any requirement are incomplete.
- ACTIVE STATUS:** You must retain a Nevada Real Estate Broker or apply as a Real Estate Broker with an office location prior to submitting this application. Salespersons and Broker Salesperson applicants are required to acquire a sponsoring broker (Page 6).
- FINGERPRINT CARD:** The Fingerprint date must be within 6 months or less of the application date. Two Fingerprint process types are available to choose from.
 1. **Hard copy fingerprint card:** Attach to this application one (1) hard copy Form FD-258 card and finger print fee. Obtain the card and have your prints taken by a law enforcement agency (LEA). Make certain the LEA applies their stamp to the back side of these cards or attach a copy of the payment receipt provided by your local LEA. Complete the entire top portion of both cards 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 are NOT accepted by DPS.
 2. **Approved Fingerprint Vendor verification:** Obtain a list of approved fingerprint vendors for the electronic submission (obtain [Form 619](#) for all authorized vendors). Attach the fingerprint vendor verification form.
- NON-US CITIZENS:** Please provide proof of eligibility to work in the United States. Pending eligibilities will not be accepted. Copies of documents produced by the Department of Immigration and Naturalization are accepted and may be enlarged.
- NON-RESIDENT:** The State of Nevada does not require the applicant to reside in the State of Nevada. All non-residents must sign the "Consent to service of process" form (Form #656). The Nevada Real Estate license must be located in Nevada. A Nevada Broker must hold a business location and real estate transaction records in Nevada.
- PRIOR LICENSE:** Obtain a certified license history or letter of good standing from the Real Estate Commission of the state in which you were licensed. The history must be dated within 90 days of your application.
- EDUCATION:** Specific course requirements are located on Form 501.
- CIVIL APPLICANT WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the application.

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EXAM: Pearson VUE examination service provides the proof of passing certificate for a Nevada Real Estate Broker or Salesperson exam. All applicants must provide proof of passing both the state and National/General exam.

- All exams expire after one year of the exam date noted on the certificate of passing.
- The Real Estate Commission accepts a copy of a principles/National Real Estate exam, issued by another state, along with the Nevada State exam if dated within the last 12 months from the application submission date. Those who can provide an out-of-state principles exam must pass the Nevada Real Estate law portion with Pearson VUE.
- The **original** Pearson VUE issued Certificate of Passing is required.

For exam scheduling, contact Pearson VUE testing service: <http://www.pearsonvue.com/nv/realestate/>, or call: (888) 248-8055.

FEE & DELIVERY: SALESPERSON \$125.00 BROKER \$145.00 (New Fees Effective July 1, 2015)

- a) Make check, cashier's check, or money order payable to Nevada Real Estate Division or present exact amount in cash. Credit cards are accepted for in person counter transactions.
- b) Applicants may choose to mail or personally hand-deliver the application.
- c) Fees are non-refundable.
- d) Non-sufficient funds (NSF) will be charged an additional \$25.00 fee and application may be denied. Applicants with an NSF charge must reapply with a new Form 549.

BROKER APPLICANTS ONLY: Several additional forms, documents, and pre-approval are required. Obtain Form [508](#) for instructions to submit a financial Form [558](#).

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

EXPERIENCE: Required for a Broker applicant only. Proof of 2 years licensed active full-time real estate experience within the last 4 years is required for a Nevada Real Estate Broker applicant. Attach a certified, out-of-state license history, produced by the issuing authority. The history must be current or dated under 90 days of your application submission date.

- Out-of-state broker applicants Attach a certified license history.
- Out-of-state salesperson, associate broker, or broker salesperson, Attach a certified license history and an Experience Verification Form [509](#).
- A Nevada licensed Real Estate salesperson or broker salesperson is required to submit Form 509 only.

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ORIGINAL LICENSING APPLICATION
For Salesman, Broker-Salesman, or Broker License
(New Fees Effective July 1, 2015)

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

- | | | | |
|--------------------------|--------------------------|-----------|---|
| <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 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"/> | d. | Have you <u>ever</u> been convicted of a felony, gross misdemeanor, or misdemeanor? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | 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"/> | f. | Are you presently on parole or probation or paying any restitution? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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: _____

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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)



CIVIL APPLICANT WAIVER

NOTICE OF NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

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 (enter name of submitting agency) Nevada Real Estate Division (NRED) 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 that accuracy or completeness of your 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 28CFR § 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 (enter name of the requesting agency) Nevada Real Estate Division (NRED), to submit a set of my fingerprints to the Nevada Department of 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, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Nevada Real Estate Division (NRED)

Address: 3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102

Agency representative: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: _____

Date: _____