Reset Form Print Form

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8526
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Real Estate Board
BROKER LICENSE APPLICATION

All applicants must pass the Virginia Real Estate Board examination prior to applying for this license.
Contact PSI for all exam information at *www.psiexams.com*.

➤ Your completed application must be submitted within 1 year of the initial examination date when you **originally** took the examination. If all applications and fees are not received within 1 year from the original examination date, re-examination will be required.

▶ Have you graduated from high school or obtained a GED?

Yes ☐ No ☐ If no, you are not qualified to hold a broker license in Virginia. Section 54.1-2105.B.2.a of the *Code of Virginia* requires all real estate broker applicants to have a high school diploma or its equivalent.

A check or money order payable to the TREASURER OF VIRGINIA,
***or* a completed credit card insert must be mailed with your application package.**
APPLICATION FEES ARE NOT REFUNDABLE.

Select **one** of the following:

X	Type of License	Fee	Trans
☐	Broker license by ***examination***	$285.00*	1020
☐	Broker license by ***reciprocity***	$285.00*	1020
☐	VA Salesperson ***upgrading*** to Broker	$120.00	3055

* Initial Fee includes Real Estate Transaction Recovery Fund Assessment

1. Do you hold an active or inactive Virginia Real Estate Salesperson License?
   No ☐
   Yes ☐ If yes, provide your license number and expiration date below.
   Virginia License Number ☐☐☐☐☐☐☐☐☐☐ Expiration Date _____

2. Legal Name _____ (Last) _____ (First) _____ (Middle) _____ (Generation)

3. Professional Name (if applicable) _____
   First or last name of your legal name must be included in your professional name. (i.e. John D., or J. Doe)

4. Provide at least **one** of the following identification numbers✳:
   ☐ Social Security Number ***and/or***
   ☐ ***Virginia*** Department of Motor Vehicles Control Number
   ☐☐☐ - ☐☐ - ☐☐☐☐
   ☐☐☐☐☐☐☐☐☐
   DO NOT INCLUDE DASHES (1234567890)

   ➢ Enter the same identification number as used on examination, previous applications or licenses on file with the Department.

   ✳ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

5. Date of Birth _____ (Must be at least 18 years of age.)
   MM/DD/YYYY

6. Applicant's Mailing Address
   (PO Box accepted) _____
   _____ (City) _____ (State) _____ (Zip Code)

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0225	

7. Applicant's Street Address
RESIDENTIAL (PHYSICAL) ADDRESS REQUIRED
(PO Box not accepted)

☐ Check here if Street Address is the same as the Mailing Address listed above.

City | State | Zip Code

8. Applicant's Contact Numbers

Primary Telephone | Alternate Telephone

9. Applicant's E-mail Address

E-mail address is considered a public record and will be disclosed upon request from a third party.

10. Have you ever applied for, or do you hold any current or expired license, certification or registration issued by the Department of Professional and Occupational regulation? (This includes all professional license types)

No ☐
Yes ☐ If yes, provide your information below:

Type of License	VA License No.	Expiration Date

11. A. Do you hold a current or expired real estate license, certification or registration issued by any other jurisdiction (excluding Virginia)?

No ☐ If no, continue to question #12.
Yes ☐ If yes, complete the following table and provide an original Certification of Licensure/Letter of Good Standing◆ from each jurisdiction (dated within the last 60 days). Photocopies of license(s) will not be accepted.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include:1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.);* and *5) all closed disciplinary actions resulting in a violation or undetermined finding.*

◆ Education Certifications can be emailed to reboard@dpor.virginia.gov, faxed to 877-340-9616 or mailed to:
Real Estate Board, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

B. If you hold a current license (excluding Virginia) and you are applying by reciprocity, have you successfully completed 180 hours of broker pre-license education course(s) that are substantially equivalent to those license education requirements in Virginia?
Education requirements in Virginia are in accordance with the *Code of Virginia* §54.1-2105 and listed on our website at www.dpor.virginia.gov under the Real Estate Board/Education & Exams tab.

No ☐
Yes ☐ If yes, an attach original or certified transcript, Education Certification, Certification of Completion, License Certification or other documentation certifying the completion of the Real Estate course(s).

◆ Education Certifications can be emailed to reboard@dpor.virginia.gov, faxed to 877-340-9616 or mailed to:
Real Estate Board, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

12. Have you been actively engaged as a real estate licensee for at least 40 hours per week during 36 of the 48 months immediately preceding the date of this application?
    - No ☐
    - Yes ☐ If yes, complete the appropriate Experience Verification Form(s): In-State Experience Verification Form or Out-of-State Experience Verification Form.

13. Are you applying for **active** license status with a licensed real estate firm or sole proprietor?
    - No ☐ If no, skip to question #17. You will be issued an **inactive** license.
    - Yes ☐

14. What type of broker license are you requesting?
    - Associate Broker ☐
    - Principal Broker✦ ☐
    - Sole Proprietorship (Broker-Owned) ☐

    ✦ If the firm your license will be affiliated with has a **current** Virginia license, you must submit a Firm Principal Broker/Officer Change Form prior to the Board issuing your license.

15. Firm/Sole Proprietorship information with whom your license will be ***active***:

A. Firm/Sole Proprietorship Name

_____

B. Assumed or Fictitious Name⅄

_____

⅄ All **sole proprietorships** with an **assumed/fictitious name** much be registered with the Virginia State Corporation Commission (SCC) pursuant to §59.1-69 of the *Code of Virginia*.

C. Is the Real Estate Firm/Sole Proprietorship listed above a **new** business in Virginia?
- No ☐
- Yes ☐ If yes, and the firm is **not a broker-owned sole proprietorship**, the firm must submit a complete Firm License Application prior to the board issuing this license.

D. Firm's/Sole Proprietor's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐☐
DO NOT INCLUDE DASHES (1234567890)

E. Firm/Sole Proprietor's Mailing Address _____

City _____ State _____ Zip Code _____

F. Firm/Sole Proprietor's Street Address ☐ Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED
(PO Box not accepted)

_____

City _____ State _____ Zip Code _____

G. Firm/Sole Proprietor's Contact Numbers
Primary Telephone _____ Alternate Telephone _____ Fax _____

H. Firm/Sole Proprietor's E-mail Address _____
(If this is a new Firm/Sole Proprietorship, the e-mail address must be unique to this entity. It also must be different from the e-mail address listed in Question #9.

I. Firm/Sole Proprietor's Principal Broker's Name
Last _____ First _____ Middle _____ Generation ▼

J. Principal Broker's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐☐
DO NOT INCLUDE DASHES (1234567890)

16. If you are going to be an Associate Broker, will you be affiliating with a Branch Office of the firm listed above?

No ☐ If no, go to Question #17.

Yes ☐ If yes, provide the following Branch Office information:

A. Branch Office Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

B. Branch Office Mailing Address

City State Zip Code

C. Branch Office Contact Numbers

Primary Telephone Alternate Telephone Fax

D. Branch Office Supervising Broker's Name

Last First Middle Generation

E. Branch Supervising Broker's VA Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

17. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, complete a Disciplinary Action Reporting Form.

18. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No ☐

Yes ☐

B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving fraudulent or dishonest acts, sexual offense, non-marijuana drug distribution, or battery** within the past five years of the date of this application?

No ☐

Yes ☐

C. If you answered "yes" to either question 18.A or 18.B, complete the following table for each conviction:

State/Jurisdiction	Conviction*	Type of Conviction	Date of Conviction	Disposition (probation, parole, fine, sentence, etc.)	Status (check all those that apply)
		☐ Felony ☐ Misdemeanor			☐ Incarcerated ☐ On Probation ☐ On Parole
		☐ Felony ☐ Misdemeanor			☐ Incarcerated ☐ On Probation ☐ On Parole
		☐ Felony ☐ Misdemeanor			☐ Incarcerated ☐ On Probation ☐ On Parole
		☐ Felony ☐ Misdemeanor			☐ Incarcerated ☐ On Probation ☐ On Parole
		☐ Felony ☐ Misdemeanor			☐ Incarcerated ☐ On Probation ☐ On Parole

* A Conviction includes any local, county, state or federal misdemeanor and felony convictions (including moving traffic violations), and all military and foreign convictions. A guilty verdict by judge or jury, a plea of guilty, or convictions as a minor (under 18 years of age) ***if tried as an adult*** are also considered convictions.

DO NOT DISCLOSE any violations adjudicated as a minor in the juvenile court system, a convictions pardoned, set aside, reversed, expunged, pending disposition, adjudication withheld, deferred judgment or otherwise rendered inoperative.

19. Have you ever violated a fair housing law in any jurisdiction of the United States?

No ☐

Yes ☐ If yes, attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

20. All applicants for **initial licensure** are required to submit a set of fingerprints for the purpose of conducting a search of the state and national fingerprint-based criminal history record. Have you submitted a set of your fingerprints?

NA ☐ I am **upgrading** my Virginia licenses and **DO NOT** need to submit a set of fingerprints.

No ☐ If no, applicants must submit their fingerprint completed by a Board-approved vendor. Check out our website for more information here. Schedule your appointment today at https://fieldprintvirginia.com/individuals.

Yes ☐ If yes, once the results of the fingerprints are received by the Board, a completed license application must be received by the Board within 45 calendar days. If this application is not received by the board within 45 days, the applicant will be required to resubmit their fingerprints again.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

21. By signing this application, I certify the following statements (as indicated by **placing my initials** next to each statement):

_____ The foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. Furthermore, I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.

_____ I will notify the Board of any changes to the information provided in this application prior to receiving the requested license including, but not limited to, any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).

_____ I authorize the Department of Professional and Occupational Regulation (Department) to verify information concerning me or any statement in this application from any person, or any source the Department may contact. I also agree to present any credentials or documents required and requested by the Department.

_____ I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.

_____ I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Regulations.*

_____ I have a high school diploma or equivalent.

_____ I understand that even if the Board issues a license based on this application, this application will be incomplete if the Virginia Central Criminal Records Exchange (CCRE) notifies the Board that the submitted fingerprints cannot be processed for any reason. I agree to complete the application by submitting new fingerprinting through an approved vendor within 21 days of being notified by the Board that the CCRE was unable to process my fingerprints.

Applicant's Signature _____ Date _____

22. **For all applicants who will be affiliated with a current licensed firm/sole proprietorship:**

Broker's Statement (to be completed by either the principal or supervising broker with *signatory authority* who will be responsible for the applicant's real estate activities)

I, _____ authorize _____
Print Name of Principal or Supervising Broker — Applicant's Name

to apply for a license as a real estate *broker* with the real estate firm listed on this application; and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations.* I affirm I have reviewed the application as well as the answers provided by the applicant and the application is complete.

Principal or Supervising Broker's Signature _____ Date _____

Principal Broker ☐
Supervising Broker ☐

Broker's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐
DO NOT INCLUDE DASHES (1234567890)

ATTACHMENTS: (Check the attachments included with this application)

- ☐ Original Certification(s) of Licensure/Letter(s) of Good Standing dated within 60 days of application receipt. Certifications of Licensure/Letters of Good Standing are only good for 60 days following application receipt. (See Question #11.A)
- ☐ Original or certified transcript, Education Certification, Certification of Completion, License Certification or other documentation verifying the completion of all required real estate course(s). (See Question #11.B)
- ☐ Completed Experience Reference Form(s). A separate experience form is required from each firm you worked for during 36 of the preceding 48 months. (See Question #12)
- ☐ If applying to become a Principal Broker of an existing firm, a completed Firm Principal Broker/Officer Change Form is required. (See Question #14)
- ☐ If the new firm is one of the following: Corporation, Limited Liability Company, Limited Partnership, Sole Proprietorship (non-broker owned), General Partnership, or Association, a completed Firm License Application is required. (See Question #15.C)
- ☐ Disciplinary Action Reporting Form(s) and all required attachments. (See Question #17)