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
SALESPERSON LICENSE APPLICATION
Fee $230.00

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 salesperson license in Virginia. Section 54.1-2105.B.1.a of the *Code of Virginia* requires all real estate salesperson 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	Method of Licensure
☐	Initial Salesperson License by **examination**
☐	Salesperson License by **reciprocity**

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

2. 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)

3. 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.

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

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

6. 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)

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1030		0225	

7. Applicant's Contact Numbers

Primary Telephone _____ Alternate Telephone _____ Fax _____

8. Applicant's E-mail Address _____

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

9. 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

10. 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 #11.

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.* ***ONLY*** *original certifications will be accepted.*

B. If you hold a current license (excluding Virginia) and you are applying by reciprocity, have you successfully completed 60 hours of Principles of Real Estate course(s) that are substantially equivalent to those pre-license education requirements in Virginia?

Education requirements in Virginia are in accordance with the *Code of Virginia* §54.1-2105.B.1 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).

11. Are you applying for **active** license status with a licensed real estate firm or sole proprietor?

No ☐ If no, skip to question #14. You will be issued an **inactive** license.

Yes ☐

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

A. Firm/Sole Proprietorship Name

_____

B. Trade, "Doing Business As" (DBA) or Fictitious Name

_____

➢ All **sole proprietorships** with fictitious names must attach a copy of the certification filed with the Clerk of the Court in the locality where business will be conducted.

C. Firm's/Sole Proprietor's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐

DO NOT INCLUDE DASHES (1234567890)

D. Firm/Sole Proprietor's Mailing Address _____

_____ _____ _____

City State Zip Code

E. 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

F. Firm/Sole Proprietor's Contact Numbers _____ _____ _____

Primary Telephone Alternate Telephone Fax

G. Firm/Sole Proprietor's E-mail Address _____

H. Firm/Sole Proprietor's Principal Broker's Name

_____ _____ _____ _____

Last First Middle Generation

I. Principal Broker's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐

DO NOT INCLUDE DASHES (1234567890)

13. Will you be affiliating with a Branch Office of the firm listed above?

No ☐ If no, go to question #14.

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
AS PRINTED ON BRANCH LICENSE

_____

_____ _____ _____

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)

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

No ☐

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

15. 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 15.A or 15.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

* 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.

16. 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.

17. 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?

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.

18. 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 _____

✦ Electronic signatures must include a unique identifier or the separate signature verification page must be included with the application.

19. **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) - broker must sign after the applicant.

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

to apply for a license as a real estate *salesperson* 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)

✦ Electronic signatures must include a unique identifier or the separate signature verification page must be included with the application.

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 #10.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 #10.B)

☐ Disciplinary Action Reporting Form and all required attachments. (see Question #14)