

**EXAM/LICENSE APPLICATION CHECKLIST**

RE 216B (New 12/05)

**GENERAL INFORMATION**

This checklist may be used for *either* the salesperson or broker exam/license applications.

- ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
- ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- ✓ Mail completed **application package and fee** to:  
Department of Real Estate  
P.O. Box 187002  
Sacramento, CA 95818-7002

✓ Titles of forms referenced by number. **Note:** Asterisk denotes forms available on DRE's Web site at **www.dre.ca.gov**.

- \*RE 435 Salesperson Exam/License Application
- \*RE 435A Salesperson Exam/License Instructions
- \*RE 436 Broker Exam/License Application
- \*RE 436A Broker Exam/License Instructions
- \*RE 205 State Public Benefits Statement
- \*RE 205A State Public Benefits Information
- \*RE 205B State Public Benefits (Comprehensive List)
- \*RE 206 Exam & Licensing Fees
- \*RE 237 Live Scan Service Request (Applicant)
- \*RE 237B Fingerprint Information
- \*RE 909 Credit Card Payment

**SALESPERSON APPLICANTS****Required documents...**

- RE 435 — Completed and signed by applicant.
- Transcript for Real Estate Principles — Not needed, if previously submitted or currently taking class and submitting for application for an exam date **and** license.
- Optional transcript (non-conditional license) for Real Estate Practice and/or one other required course — not needed, if previously submitted.
- RE 205 — Completed and signed by applicant.
- Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator. **Note:** Not needed if your fingerprints were taken within two years of submitting your examination application.
- License fee** — Refer to RE 206 for current fees. Refer to RE 435A for explanation of conditional license.
 

<i>Non-conditional</i>	\$145 (exam & license)
	\$120 (license only; pre-paid exam)
<i>Conditional</i>	\$170 (exam & license)
	\$145 (license only; pre-paid exam)
- Cashiers' check, check, or money order made payable to: Department of Real Estate
- RE 909 — If paying by credit card.

**BROKER APPLICANTS****Required documents ...**

- RE 436 — Completed and signed by applicant.
- RE 205 — Completed and signed by applicant. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- RE 237 (See ① below.) — Completed by applicant and live scan service operator. **Note:** Not needed if you hold a current California real estate license or held a California real estate license which expired during the past two years.
- License fee** — Refer to RE 206 for current fees.
 

\$215	(exam & license)
\$165	(license only; pre-paid exam)
- Cashiers' check, check, or money order made payable to: Department of Real Estate
- RE 909 — If paying by credit card.

① Make two photocopies of the copy provided. After fingerprints are completed the live scan service operator will retain the *original*. You should return the *second* copy to DRE and keep the *third* copy for your records.