

**CREDIT CARD PAYMENT (Exams)**

RE 298 (Rev. 8/03)

**GENERAL INFORMATION**

- ✓ Examination fees may be charged to your VISA, MasterCard, or American Express by mail or fax. Rescheduling and re-examination application fees may also be charged by telephone.
- ✓ **Do not mail or send duplicate faxes for the same transaction.** This may result in your account inadvertently being charged twice and an unintentional rescheduling of your examination date. *Fees remitted will not be refunded* (Section 10207 of the Business and Professions Code).
- ✓ We cannot honor requests to confirm receipt of faxed documentation. Your fax machine confirmation sheet is your receipt.
- ✓ All applications are processed in date received order.
- ✓ Notification of your examination, date, time, and location will normally occur within six weeks of examination application submittal. If you do not receive an examination confirmation notice after six weeks, you can check our interactive voice response system or access our Web site at **www.dre.ca.gov** to obtain your scheduled date, if one has been assigned. If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted at least six weeks ago, check with your bank or credit card company to assure that DRE has received your fee before contacting our Sacramento Office. We encourage you to check the Application Processing Timeframes posted on the DRE Web site to more accurately estimate when your application processing should be completed.
- ✓ From our Web site, you will also be able to access a calendar reflecting examination dates currently being scheduled; however, since DRE accepts exam reservations via phone, fax, and mail, a particular exam may be filled by the time your exam application is submitted and processed.

**Original Examination Application Fee**

*To charge by mail:* — Complete the information requested below and mail to DRE with your Salesperson Examination Application (RE 400A) or Broker Examination Application (RE 400B) and supporting documents.

*To charge by fax:* — Complete the information requested below and fax to DRE with your Salesperson Examination Application (RE 400A) or Broker Examination Application (RE 400B) and supporting documents. Indicate on page one of your documents the total number of pages being faxed.

Fax Number: (916) 227-0925 (available 24 hours)

**Note:** Original Examination Applications cannot be filed by phone.

**Rescheduling and Re-examination Application Fee**

*To charge by phone:* — Salesperson Exam, call: (916) 227-0900 (Monday thru Friday, 8:00 A.M. – 5:00 P.M.). Broker Exam, call: (916) 227-0899 (Monday thru Friday, 8:00 A.M. – 5:00 P.M.)

For immediate scheduling, please have your credit card number and expiration date ready to give to our representative. **Note:** Periods of heavy call volumes can restrict availability of telephone scheduling.

*To charge by mail:* — Complete the information requested below and mail to DRE with your schedule or result notification form (if available).

*To charge by fax:* — Complete the information requested below and fax to DRE with your schedule or result notification form (if available). Indicate on page one of your documents the total number of pages being faxed.

Fax Number: (916) 227-0925 (available 24 hours)

**CREDIT CARD INFORMATION**

- ✓ When charging fees to a VISA, MasterCard, or American Express by mail or fax, the following information must be completed and submitted (*with the appropriate exam form, if possible*):

METHOD OF PAYMENT (CHECK ONE)		ACCOUNT NUMBER	
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS	
EXPIRATION DATE	AMOUNT TO BE CHARGED \$	ZIP CODE OF CARDHOLDER	
TYPE OF REQUEST (CHECK ONE)			
<input type="checkbox"/> ORIGINAL EXAMINATION		<input type="checkbox"/> RESCHEDULE	
<input type="checkbox"/> OTHER: (DEFINE)		<input type="checkbox"/> RE-EXAMINATION	
<b>CERTIFICATION</b>  <i>I hereby certify that I am aware of all examination requirements and that I understand that the fee remitted is deemed earned upon receipt and will not be refunded.</i>	SIGNATURE		DATE
	PRINTED NAME (LAST, FIRST, & MIDDLE)		
	MAILING ADDRESS		
	DAYTIME TELEPHONE NUMBER		BIRTH DATE

**PRIVACY NOTICE:** Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Government Code Section 6162 and 6163 authorizes the maintenance of this information. All information is voluntary. The information requested in this form is used to verify the authenticity of the credit card you wish to use to pay for DRE transaction/service fees. There are no known or foreseeable interagency or intergovernmental transfers of this information.

The address and birth date will be used for identification purposes should this payment document be separated from the transaction documentation. Failure to provide the requested information may cause your credit card payment request to be delayed.

For more information or access to this record, please contact the Fiscal Officer at (916) 227-0852 or you may write to Department of Real Estate, 2201 Broadway, Sacramento, CA 95818.