



## Real Estate License Application

Use this form to reinstate a cancelled license. You can also use this form to apply for your first broker or managing broker license. Do not submit more than one application with your passing exam results.

Online: <https://professions.dol.wa.gov>

Or mail this completed form and any required documents with a check or money order (payable to the Department of Licensing) to:

**Real Estate Licensing  
Department of Licensing  
PO Box 3917  
Seattle, WA 98124-3917**

For questions or language help call: 360-664-6500 or 360-664-6488.



### Fees *(check all that apply)*

New license *(check one)*

Broker – **\$233**

Managing broker – **\$330**

Reinstatement – **all applicable fees** (contact Real Estate Licensing for fee amount)

Licenses are available for self-printing with an online account.

If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

\$0 self-print license online.

\$5 each. DOL print and mail license. Quantity \_\_\_\_\_ Total \$ \_\_\_\_\_

### Applicant information–Incomplete applications will not be processed

TYPE or PRINT Name as you would like it to appear on your license		Date of birth (mm/dd/yyyy)
Full legal name (First, Middle, Last)		
Home address (Street address)		
City	State	ZIP code
Email		10-digit phone number
Military? <i>(check if applicable)</i> Current or former:      Military member      Military member spouse or domestic partner		
<p>For Service members and their spouses: When a Service member and their spouse must move due to Military orders, Washington state may recognize their current license or certificate if they provide the following:</p> <ol style="list-style-type: none"><li>1. A copy of the military orders.</li><li>2. A license that is in good standing in all states where the individual held their license before.<ol style="list-style-type: none"><li>a. During application review, DOL may request an original Certificate of Licensure or Letter of Good Standing from each state.</li><li>b. There may be continuing education requirements needed for DOL to recognize the license.</li></ol></li></ol>		

**Applicant information** *(continued)*

3. Complete the following table if you hold a license in any state (excluding Washington).

State	License number	Expiration date (mm/dd/yyyy)

**Legal background**

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

- Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . . Yes No
- Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) . . . . . Yes No

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
TYPE or PRINT Name

**X**

\_\_\_\_\_  
Date and place (City or County) signed

\_\_\_\_\_  
Applicant signature

**Notice:** The Department of Licensing may enter your real estate firm's licensed office location at reasonable times to inspect the records that you are required to keep by the statutes and rules that govern the license for which you are applying. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing the Department with the requested documents and a written explanation of the matter contained in a complaint upon the Department's request.

**Employing firm information**

TYPE or PRINT Firm name (where applicant will be licensed)		Firm license number	
Mailing address		10-digit phone number	
City	State	ZIP code	
Physical address (if different)			
City	State	ZIP code	
Designated broker name as it appears on your license		License number	
Branch manager name as it appears on your license		License number	

**Employing firm information** (continued)

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
TYPE or PRINT Name

**X**

\_\_\_\_\_  
Date and place (City or County) signed

\_\_\_\_\_  
Designated broker/Branch manager signature\*

**\*Submit a copy of the delegation authority if not signed by the designated broker or branch manager.**

**You may begin working from the postmark date of your application to the Real Estate Licensing office,** provided your application is complete.

**Fingerprinting and background checks**

You need a fingerprint-based background check:

- When applying for a new real estate broker license
- When applying for a managing broker license through reciprocity
- Every 6 years with your active real estate broker or managing broker license renewal

**To get your fingerprints taken:**

- **Inside Washington:** Go to [www.identogo.com](http://www.identogo.com) to schedule an appointment through our electronic fingerprinting vendor. You will pay IdentoGO for taking your fingerprints and for the background checks required for your license type.
- **Outside Washington:** Call 360.664.6484 for fingerprint card submission instructions.

For more details go to [www.dol.wa.gov/business/fingerprinting.html](http://www.dol.wa.gov/business/fingerprinting.html).

RCW 18.85.191; 18.85.361(6); 26.23.150; 42.56

For office use only				
Prof	License number	Effective date	Expiration date	Firm number