

Real Estate Instructions for Non-Reciprocal State Applicants

Requirements:

- **Written Examination:** An applicant must have passed a national uniform written examination in the State in which they are licensed.
- **Active License:** An applicant must have an active real estate license in good standing in another state.
- **Certification of License History:** A certification of license history is required from the licensing authority in every state in which you currently hold or have ever held a real estate license.
- **Salespersons:** Sponsoring Broker must have an “Active” Connecticut license. Sponsorship information is *not* required to take the examination.
- Please be sure you have read and understood all licensing requirements, rules and regulations available on our website, www.ct.gov/dcp prior to submitting your application.

Application Fee:

- A check or money order in the amount indicated below made payable to “*Treasurer, State of Connecticut*” must accompany the application. Application fees are non-refundable.
 - **Salesperson: \$80.00**
 - **Broker: \$120.00**

The initial licensing fee and guaranty fund fee will be required after the successful completion of the examination.

Examination:

- The Department of Consumer Protection will review your application to determine your exam eligibility.
- Once this application is reviewed and approved, you will receive an **Examination Eligibility Postcard from PSI Examination Services** with instructions to register and schedule the examination. PSI can be contacted at 1-800-733-9267 or www.psiexams.com.

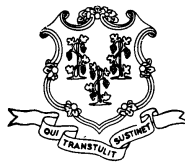
Legal Entities:

If you plan to do business as a Legal Entity you must obtain a broker license in the name of that legal entity. Follow these application procedures first; then AFTER you have passed the CT Broker Licensing Exam, go to www.ct.gov/dcp and download the Legal Entity Application and submit with initial license fee and your passing CT broker exam score report.

→ **Return your completed application, documentation, and applicable fee to:**

**Department of Consumer Protection
License Services Division
450 Columbus Blvd, Ste. 801
Hartford, CT 06103**

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
 LICENSE SERVICES DIVISION
 450 Columbus Blvd, Ste. 801
 Hartford, CT 06103
 Email: dcp.licenservices@ct.gov
 To apply online visit: www.ct.gov/dcp/apply



For Official Use Only

Real Estate Application for Non-Reciprocal State Applicants

Please check (✓) the license type you are applying for: Salesperson: \$80.00 Broker: \$120.00

Section I: Applicant Information

First Name		Middle Initial	Last Name	
Street Address		City	State	Zip Code
Telephone Number	Email Address		Social Security Number*	Date of Birth
Mailing Address (if different from above)		City	State	Zip Code

1. Have you ever held or do you currently hold a real estate license in any other State or D.C.? YES NO If YES, list all states, license numbers and type of license: _____
Attach an original certification of license history received directly from each state in which you have or had a real estate license
2. Have you ever been convicted of a felony crime or been convicted of a crime including, but not limited to, forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? YES NO If YES, attach a statement providing the date(s) and nature of conviction(s), where the cases were decided, and a description of the circumstances.
3. Have you ever had a real estate license refused, suspended, revoked or had a complaint filed against you in any State? YES NO If YES, attach a statement providing the state(s) and the details regarding the type of action taken or nature of complaint.
4. Do you agree to immediately return any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? YES NO

*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to CGS17b-137a.

Section II: Consent for Service for all Non CT Residents

The undersigned _____ county of _____
Applicant's Printed Name

State of _____ I, applicant hereby file irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut, in accordance with Connecticut General Statutes, Section 20-317(b).

 Signature of Applicant _____
 Date

Section III: Notarization

I, _____ being duly sworn according to law, hereby affirm that the answers given in
Applicant's Printed Name
 this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a Real Estate license.

 Signature of Applicant _____
 Date

Subscribed and sworn to before me, this _____ day of _____ 20 _____.

 Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court _____
 My Commission Expires