



IREC use only

License #: _____
Receipt #: _____
Approved: _____

\$160 SALESPERSON LICENSE APPLICATION \$160

INSTRUCTIONS: Submit this original, completed application form with the fee and ALL required attachments. Applications that are illegible, incomplete, or missing the fee or required attachments will be immediately returned without processing.

You are not licensed until IREC **approves** your license application. It is unlawful for you to engage in the business or act in the capacity of a real estate licensee in Idaho without first obtaining a license. Allow 10 business days to process your completed application.

NOTE: Applications are processed in the order received. Updates on the status of license applications will NOT be given over the phone. When your name and license number appear in the Public Database Search on the IREC website, your license has been **approved**. Your license will be issued on inactive status. A designated broker can add you to a brokerage to make your license active as soon as it is approved.

1. PERSONAL INFORMATION

social security number _____ birth month _____ day _____ year _____ maiden name or any other names used _____

(full legal name - must exactly match the name on your legal ID)

nickname (if used)

home phone _____

cell phone _____

e-mail address _____

(home address) number, street, apt. _____

city _____

county _____

state _____

zip code _____

(home mailing address, if different from above) number, street, apt. _____

city _____

county _____

state _____

zip code _____

2. RECORD OF LICENSURE List all states or jurisdictions, including Idaho, in which you have ever held any real estate license or other professional or occupational license. (If you presently hold an active sales level license in another state, attach a current (less than 6 months old) original certified license history from that state.)

State or Jurisdiction

Type of License Held

Dates of Licensure
From / To

<u>State or Jurisdiction</u>	<u>Type of License Held</u>	<u>Dates of Licensure</u> <u>From / To</u>

3. Have you ever had a real estate or other professional or occupational license revoked, suspended, or surrendered, or the renewal refused, for a disciplinary violation involving fraud, misrepresentation or dishonest or dishonorable dealing, in Idaho or any other jurisdiction? YES NO

(If you answered "yes", state the type of license, jurisdiction, date, disposition, and any other pertinent information on a separate page and attach it to this application.)

4. HIGH SCHOOL EDUCATION (Provide a copy of your high school diploma, official transcript or equivalency certificate, or a college or university diploma or official transcript showing enrollment in an accredited degree program.)

name of institution _____

location (city & state) _____

date of graduation _____

5. PRIOR TO SUBMITTING THIS APPLICATION, YOU MUST BE ABLE TO ANSWER "YES" TO ALL OF THE FOLLOWING:

- My fingerprints have been approved (RES-OK) within the last 6 months
- I have passed my license exam(s) within the previous 12 months.....
- I have completed all salesperson prelicense education within the previous 3 years.....

6. PLEASE VERIFY YOU HAVE INCLUDED THE FOLLOWING REQUIRED ATTACHMENTS:

- \$160 license fee (check or credit card authorization form).....
- Current (*less than 6 months old*) original certified license history from your state of licensure (if applicable).....
- Explanation of license disciplinary actions, if applicable (part 3).....
- Copy of high school diploma, official transcript, or equivalency certificate, or college or university diploma or official transcript (part 4).....
- Copy of document showing legal presence in US (*one of the following*) (part 7):
 - * Idaho drivers license or identification card
 - * Valid drivers license or identification document with photo from another state or US territory
 - * US military card or military dependant's ID card or US coast guard merchant mariner card
 - * Native American tribal document
 - * Valid US passport.....

7. I ATTEST, UNDER PENALTY OF PERJURY, THAT: (choose one)

- I am a United States citizen; OR I am a legal permanent resident of the United States; OR
 I am otherwise lawfully present in the United States; OR None of the above.

A. I hereby appoint the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. (Idaho Code 54-2012(1)(k).)

B. I acknowledge it is my responsibility to provide written notice to the Idaho Real Estate Commission of any change of my personal name, address of personal residence, or personal telephone number within ten (10) days of the change. (Idaho Code 54-2018(9).)

C. I certify that the answers appearing hereon are true and correct to the best of my knowledge and belief. I understand that my application may be denied, or my license inactivated, expired, terminated, suspended or revoked, and/or I may be subject to disciplinary action, for the use of fraud, deception, misrepresentation, misstatement or omission or any unlawful means in applying for or securing a license to act as a real estate salesperson in the State of Idaho (Idaho Code 54-2019 and 54-2060(4)).

SIGNATURE:

Applicant Signature

NOTARY IS REQUIRED

State of _____)
) ss.
County of _____)

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

Notary Public

My Commission Expires

notary
seal

NOTICE: Because of rising costs associated with issuing a refund, it is the policy of IREC to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded. There is a \$20 fee assessed for each check returned to IREC for insufficient funds.