

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Broker License
Form # DBPR RE 2

APPLICATION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your application to ensure faster processing.

ALL License Applicants must submit:

- Fee:
 - \$91.75.
 - Make check payable to the Florida Department of Business and Professional Regulation.
- Electronic fingerprints. See Section (h) of Requirements.
- Supporting legal documentation, if necessary. See Section 2)d)i-iv) of Instructions.

Broker License Applicants applying by upgrade or out of state experience must:

- Present their pre-licensure course certificate to the exam vendor at the time of examination.
- Applicants wishing to claim the pre-licensure course exemption, though a four year real estate degree, must submit official certified transcripts.
- Submit Certification of License History if applicable. See Section (1)(g)(ii) of the Requirements.

Mutual Recognition Broker License Applicants must submit:

- Submit a Certification of Licensure History from the state you are claiming mutual recognition from.

Please mail your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0783

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
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If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.
For additional information see Instructions at the end of this application.

Section I - Application Type

CHECK ONE OF THE APPLICATION TYPES	
<input type="checkbox"/>	Broker License - Upgrade from Sales Associate to Broker [2501/1014]
<input type="checkbox"/>	Broker License - Out of State Experience (See Section 2 (a) (ii) of Instructions for more information) [2501/1012]
<input type="checkbox"/>	Mutual Recognition (Complete All Sections) [2501/1013] From what state are you requesting? _____

Section II - Applicant Personal Information

Note: Applicants must provide at least one physical address

PERSONAL INFORMATION			
Social Security Number*			
FULL LEGAL NAME			
Last/Surname	First	Middle	Suffix
Birth Date (MM/DD/YYYY) / /		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
MAILING ADDRESS			
Street Address or P.O. Box			
City		State	Zip Code (+4 optional)
County (if Florida address)		Country	
CONTACT INFORMATION			
Primary Phone Number		Primary E-Mail Address	
RESIDENCE ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)			
Street Address			
City		State	Zip Code (+4 optional)
County (if Florida address)		Country	
ADDITIONAL CONTACT INFORMATION (OPTIONAL)			
Alternate Phone Number		Fax Number	
Alternate E-Mail Address			

*Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653, 654, and 666(a); and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security numbers must be recorded on all professional and occupational license applications and will be used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.

Section II - Applicant Personal Information - continued

CURRENT/PRIOR LICENSE INFORMATION			
If you currently hold or have previously held a business or professional license/registration in Florida or elsewhere, please list them below (attach additional copies if necessary):			
1. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
2. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
3. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
PRIOR NAME INFORMATION			
Have you used, been known as, or been called by another name (e.g., maiden name or nickname) or alias other than the name signed to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If your answer is yes, state name or names used below:			
Last/Surname	First	Middle	Suffix
Last/Surname	First	Middle	Suffix
Last/Surname	First	Middle	Suffix

Section III – Important Testing Considerations and Accommodations

TESTING CONSIDERATIONS
Are you a high school graduate or the holder of an equivalency certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a four year degree in Real Estate from an accredited institution of higher education? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, you are exempt from taking the pre-licensure course. Official certified transcripts must be submitted to meet this exemption.
Are you an active member in good standing with the Florida Bar? <input type="checkbox"/> Yes <input type="checkbox"/> No FL Bar No.: _____
SPECIAL ACCOMODATIONS FOR TESTING
If you wish to take your examination in Spanish you must make this request when scheduling your exam with PearsonVue.
Americans with Disabilities Act (ADA) and Disability Accommodation. In accordance with Chapter 61-11.008, Florida Administrative Code, if you have a disability and you need special assistance with the examination process please call the Bureau of Education and Testing at (850)487-9755 immediately.

Section IV (a) – Background Questions

BACKGROUND QUESTIONS			
1.	<input type="checkbox"/> Yes (If yes, please complete Section IV (b))	<input type="checkbox"/> No	Have you ever been convicted or found guilty of, or entered a plea of nolo contendere or guilty to, regardless of adjudication, a crime in any jurisdiction, or are you currently under criminal investigation? This question applies to any criminal violation of the laws of any municipality, county, state or nation, including felony, misdemeanor and traffic offenses (but not parking, speeding, inspection, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO." YOUR ANSWER TO THIS QUESTION MAY BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS. FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY OR CONTACT THE DEPARTMENT.
2.	<input type="checkbox"/> Yes (If yes, please complete Section IV (c))	<input type="checkbox"/> No	Has any judgment or decree of a court been entered against you in this or any other state, province, district, territory, possession or nation, related to the practice or profession for which you are applying, or is there any such case or investigation pending?
3.	<input type="checkbox"/> Yes (If yes, please complete Section IV (c))	<input type="checkbox"/> No	Have you ever had an application for registration, certification, or licensure in Florida or in any other jurisdiction denied, or is there now pending a proceeding or investigation to deny such an application?
4.	<input type="checkbox"/> Yes (If yes, please complete Section IV (c))	<input type="checkbox"/> No	Has any license, registration, or permit to practice any regulated profession, occupation, vocation, or business been revoked, annulled, suspended, relinquished, surrendered, or otherwise disciplined in Florida or in any other jurisdiction, or is any such proceeding or investigation now pending?

If you answered "YES" to any question in questions 1 – 4 above, please refer to Sections IV of Instructions for detailed instructions on providing complete explanations, including requirements for submitting supporting legal documents. Please complete Section IV (b) for your response to question 1, and complete Section IV (c) for your response to questions 2, 3 and 4. If you have more offenses to document in Section IV (b), attach additional pages as necessary.

Section IV (b) – Explanation(s) for Background Question 1

EXPLANATION	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	

Section IV (b) – Explanation(s) for Background Question 1

EXPLANATION	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	

EXPLANATION	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	

Section IV (c) – Explanation(s) for Background Questions 2, 3 and 4

EXPLANATION	
State/Jurisdiction:	Application Type/License Number:

Instructions

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.

1) Requirements for Real Estate Broker License:

- a) Applicant must be at least 18 years old.
- b) Applicant must possess a high school diploma or its equivalent.
- c) Applicant must possess a Social Security number to apply.
- d) Applicant must have completed and passed a FREC approved 72-hour Florida broker's pre-licensure course.
 - i) See http://www.myfloridalicense.com/dbpr/servop/testing/documents/frec_ce_prov.pdf for a list of approved real estate schools.
- e) Exemptions to the requirement for the 72-hour Florida broker's pre-licensure course:
 - i) There are exemptions. See Department of Business and Professional Regulation [Ask us](#) icon on the website for more information.
- f) Applicant must pass the broker exam given by the State of Florida.
 - i) In order to qualify for the state brokers exam an applicant must:
 - (1) Satisfy the pre-licensure education requirements. See Department of Business and Professional Regulation [Ask us](#) icon on the website for more information.
 - (2) Exemptions to the pre-licensure education requirements:
 - (a) Note: An Applicant who holds a four-year degree in real estate from an accredited institution of higher education is exempted from the 72-hour broker pre-licensure course. Applicants wishing to claim this exemption should have the relevant educational institution submit official transcripts demonstrating the applicant meets the qualifications for exemption.
 - (3) Submit to the examination vendor, at the time of examination, the course completion report, if not included with this application. See Rule 61J2-3.015 of the Florida Administrative Code, <https://www.flrules.org/gateway/ruleNo.asp?id=61J2-3.015> for more information.
 - (4) Submit admissions authorization letter (from the Department's testing vendor) at the time of examination. See 3 (a) (ii) of instructions for more information.
 - (5) Submit proof of identification at the time of the examination.
- g) Applicant must have the required experience.
 - i) In order to be licensed as a real estate broker, the applicant must have held:
 - (1) An active real estate sales associate's license for at least 24 months during the preceding 5 years in the office of one or more real estate brokers licensed in this state or any other state, territory, or jurisdiction of the United States or in any foreign national jurisdiction; **or**
 - (2) A current and valid real estate sales associate's license for at least 24 months during the preceding 5 years in the employ of a governmental agency for a salary and performing the duties authorized in Chapter 475, Florida Statutes, for real estate licensees; **or**
 - (3) A current and valid real estate broker's license for at least 24 months during the preceding 5 years in any other state, territory, or jurisdiction of the United States or in any foreign national jurisdiction.
 - ii) Mutual Recognition: Applicants claiming experience from a jurisdiction other than Florida must attach a current certification of license history (dated not more than 30 days from the date of application).
- h) Applicant must submit electronic fingerprints.
 - i) Pursuant to Chapter 475, Florida Statutes, electronic fingerprinting is mandatory for all real estate sales associate, real estate broker, and real estate appraiser applicants. Electronic fingerprinting allows applicants to have their fingerprints scanned and electronically submitted to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
 - ii) Electronic Fingerprinting is located at various convenient sites throughout the state. See <http://www.asisvcs.com/indhome.asp?CPCat=FP10STATEREG> for more information.

2) General Information and Application Instructions by section

a) Section I- Application Type

- i) Select only one of the application types.
- ii) Check Mutual Recognition if you have a real estate license in one of the states the department has Mutual Recognition with and enter the name of the state in which you are licensed. Cannot be a Florida resident at the time of application for Mutual Recognition.
 - (1) See <http://www.myfloridalicense.com/dbpr/re/MutualRecognition.html> for more information on mutual recognition.
 - (2) A current certification of license history from the state you are claiming as the mutual recognition state is required. The history must contain your initial license exam type, current license status, disciplinary information, and how many active months of licensure the applicant has within the preceding five years.

b) Section II- Applicant Personal Information

- i) Fill out each section completely. A Social Security number is required in order to apply for any individual license within the Department of Business and Professional Regulation.
- ii) In the Full Legal Name section, applicants must use the name as it appears on his or her Social Security card. Do not use any nicknames, aliases, or initials.
- iii) Provide your mailing address. This will be used for sending correspondence regarding your application and license.
- iv) Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
- v) Applicants are required to provide at least one physical address – i.e., not a P.O. Box. If the mailing address is not also your physical address, please provide a physical address.
- vi) Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.
- vii) Applicants must provide information on current or prior licenses held in Florida or any other state, territory, or jurisdiction of the United States or in any foreign national jurisdiction.
- viii) Applicants must provide information on any prior names or aliases used by applicant. If the name on supporting documentation does not match the applicant's legal name, the alias used in the supporting documentation must be provided in this section. Failure to do so will result in a deficient application.

c) Sections III- Important Testing Considerations and Accommodations

- i) To obtain a real estate license in Florida, you must be a high school graduate or have an equivalency (GED).
- ii) If you have a four (4) year degree in real estate from an accredited institution, you must submit an official certified transcript.
- iii) If you are an attorney and an active member of the Florida Bar, please provide your Florida bar number.
- iv) If you wish to take the examination in Spanish, see <http://www.myfloridalicense.com/dbpr/servop/testing/index.html> for more information.
- v) **NOTE:** If you have a disability and require special accommodations in taking this examination, please contact the Bureau of Education and Testing at 850.487.9755. You must submit a "Request for Special Accommodations" application along with your application. If accommodations are not requested in advance, we cannot guarantee the availability of accommodations. For more information see <http://www.myfloridalicense.com/dbpr/servop/testing/ADA.html>

d) Section IV - (a), (b), and (c)- - Background Questions.

- i) Question 1:
 - (1) If you answer "yes" to this question, you must complete Section IV (b) [*make additional copies as necessary*] of the application and provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. **You must supply this documentation for each occurrence.** If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.
 - (2) If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.
- ii) Question 2:
 - (1) If you answer "yes" to this question, you must complete Section IV (c) [*make additional copies as necessary*] of the application and provide a copy of the judgment or decree.

You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any proceedings.

- iii) Question 3:
 - (1) If you answer "yes" to this question, you must complete Section IV (c) [*make additional copies as necessary*] of the application and supply copies of documentation explaining the denial or pending action.
- iv) Question 4:
 - (1) If you answer "yes" to this question, you must complete Section IV (c) [*make additional copies as necessary*] of the application and supply copies of the order(s) showing the disciplinary action taken against the license, or documentation showing the status of the pending action.
- e) **Section V- Affirmation by Written Declaration**
 - i) The applicant must sign the affirmation by written declaration.
- 3) **Other Information**
 - a) Testing Information
 - i) An applicant will be notified when approved for the examination, and must appear for examination within two years from the date the application was received by the Department of Business and Professional Regulation (DBPR).
 - ii) The testing vendor will be notified, by DBPR, once the application has been approved. The testing vendor will contact the applicant with the required testing administration information. The applicant will receive an admissions authorization letter.
 - iii) The examination fee will be paid separately by the applicant to the testing vendor.
 - iv) After passing the exam, the testing vendor will download the grade information to DBPR's system and at that point the system will automatically issue a license number. This can take up to 48 hours. After DBPR issues the license number, you must access your online account and print your license. There will be no license sent by mail.
 - b) Employment Information
 - i) Upon passing the examination, an applicant will receive a broker license number. This does not mean the applicant's license is "active". The applicant may activate his or her license upon securing employment by filing form # DBPR RE 11 to become a broker associate or DBPR RE 13 to become a broker. The qualifying broker can also add (activate) the broker associate via the broker or brokerage's online account with DBPR.
 - c) Post-Licensure Education
 - i) In accordance with Florida Real Estate Commission Rule 61J2-3.020(1) of the Florida Administrative Code, all applicants for licensure who pass the state broker examination must satisfactorily complete a Commission prescribed or approved post-licensing course prior to the first renewal following initial licensure (i.e., in the applicant's first year of licensure). See Department of Business and Professional Regulation [Ask us](#) icon on the website for more information.
 - d) Refunds
 - i) Submitting this application and required fees implies your intent to pursue licensure. The department must receive your written request for a refund, per Section 215.26 (2), Florida Statutes, no more than 3 years after the right to a refund has accrued.
 - ii) For more information on refunds, see also Rule 61J2-2.0261 of the Florida Administrative Code.