



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429

Fax: (518) 402-4559

Website: www.dos.state.ny.us

Real Estate Salesperson Application

For faster service, apply online at:
www.dos.state.ny.us

Please take the time to read the instructions in this package carefully before beginning the application form. Incomplete forms will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application may be deemed sufficient reason to deny a license or could result in the suspension or revocation, if one is issued.

What is in this package?

This package includes all the information and forms you will need to apply for licensure as a Real Estate Salesperson in New York State.

A completed application will include the application form, the nonrefundable \$50 application fee, and the appropriate documentation as it applies.

Please note: If you intend to be associated with more than one Real Estate Broker, you must file separate applications and fees for each such association, and statements from each broker that they are aware of such dual association. If you terminate association or change association, you must perform this transaction through the online services at www.dos.state.ny.us.

What is a Real Estate Salesperson?

Under the supervision of a licensed real estate broker (with the exception of associate brokers), a real estate salesperson facilitates the purchase and sale of property on behalf of customers, obtains lists of property for sale with employing broker; assists buyers (customers) of real estate to locate and purchase property (listed with employing brokers or another broker). A real estate salesperson is associated with a real estate broker to list and negotiate the sale, lease, or rental of real property for others for compensation, under the direction and guidance of a responsible broker. A salesperson cannot operate independently.

Who must apply for a Real Estate Salesperson license?

Any person acting as a Real Estate Salesperson as described above is required by law to have a Real Estate Salesperson license.

Who cannot apply for a Real Estate Salesperson license?

A person is ineligible to file this application if s/he is a member of the partnership, or is an officer or owns voting stock in the corporation that is the sponsoring broker.

What qualifications do I need for licensure?

To apply for licensure you must:

- be at least 18 years of age at the time you apply
- have successfully completed a Department of State approved 75-hour qualifying course. If you have completed the 45-hour salesperson qualifying course prior to July 1, 2008, you may complete the 30-hour remedial course in order to qualify for licensure.
- be sponsored by a NYS licensed real estate broker
- pass the NYS real estate salesperson examination

What do I need to do before applying for my license?

You must successfully complete a 75-hour New York State approved course of study and pass a qualifying written examination administered by the Department before applying for a license to operate as a Real Estate Salesperson in this state.

If you have completed the 45-hour salesperson qualifying course prior to July 1, 2008, you may complete the 30-hour remedial course in order to qualify for licensure. As proof of successful completion of schooling, you must have the **Certification of Satisfactory Completion** section of the application completed by the Department of State approved school coordinator or the signature of their authorized designee.

When you have passed the written examination, the passed examination notification must be submitted with your application form and license fee.

What if I completed my education outside of New York State?

We may waive the 75-hour real estate education requirement if you can document an equivalent level of schooling. You must submit the following documents:

- An official transcript from an accredited college or university indicating satisfactory completion of the course(s) you would like us to consider, or an origi-

nal Certificate of Course Completion from a recognized real estate school.

- An official description of the subject matter. This can usually be obtained from a school catalogue.

Send these, along with a letter requesting a waiver of the qualifying education requirements to:

Department of State
Division of Licensing Services
Bureau of Educational Standards
P.O. Box 22001
Albany, NY 12201-2001

As a matter of policy, the following courses will not be approved:

- Continuing education courses
- Correspondence courses
- Paralegal

Upon approval of your education, you may find information on how to register and schedule your examination on our website at www.dos.state.ny.us.

After you pass the examination, you must submit the passed examination notification with your application form, original waiver letter and fee. This must be done within two years of the date you passed the examination.

Can I obtain a Real Estate Salesperson license based on my licensure in another state?

An applicant who holds a Real Estate Salesperson license in another jurisdiction **having a reciprocal agreement with New York State** may be qualified to obtain a Real Estate Salesperson license in New York if they meet certain criteria.

For information on the specific state you are making inquiry about, visit our website at www.dos.state.ny.us.

Are there any continuing education requirements?

Yes. A renewal license will not be issued unless you complete 22½ hours of Department of State approved continuing education within the two-year period immediately preceding such renewal. The 22.5 hours must include at least three hours of instruction pertaining to fair housing and/or discrimination in the sale or rental of real property or an interest in real property.

What are the fees, terms of licensure?

- \$50 - two-year license
- \$15 - written examination

What forms of payment do you accept?

You may pay by check or money order made payable to the Department of State or charge any fee to MasterCard or Visa, using the enclosed credit card authorization form. Do not

send cash. **Application fees are nonrefundable.** A \$20 fee will be charged for any check returned by your bank.

Do I need to complete the Child Support Statement section of the application?

Yes. A Child Support Statement is mandatory in New York State (General Obligations Law). The law requires you to complete this section — regardless of whether or not you have children or any support obligation

Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended. The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

Where do I get the office license number requested on the application?

The number assigned to the principal or to the branch office can be obtained from your broker. It can also be located on the Department's website. It is important for the processing of your application that you fill in the office license number and indicate whether the location is the principal office or a branch office. Please note that a license number is the same as a unique ID number.

New - Information on Online Services

Can I apply for a salesperson license online?

Applicants who are applying for a salesperson licensed based on taking the state licensing examination may apply for a salesperson license online. If you have never signed up to take an examination, the first step is to establish an account at the following web address www.dos.state.ny.us. Once established into the system, you should apply to take the salesperson examination of your choice. Upon passing the state examination, you may log in to your established account and complete the online salesperson application.

What qualifications will require a salesperson application to be submitted to our office rather than applying online?

If you are applying based on reciprocity, attorney status or requesting an additional salesperson license, you must submit your application to our Licensing office for processing. If you completed education outside of New York State and have received an education waiver, you must pass the state examination and submit your application to our Licensing office for processing.

What are the steps involved in applying for a salesperson license online?

- Step 1: Log in to your established account.
- Step 2: Enter required information.
- Step 3: Select sponsoring broker by entering their unique ID number.
- Step 4: Make payment and print confirmation page.

Application will remain in the in-box of sponsoring broker until broker approves your application as a new hire.

Upon broker approval, license will be generated by Licensing that week and mailed to the office location indicated on your application.

Why do I need to provide my e-mail address on the application?

In order to perform online transactions, you should provide your current email address on the top portion of page 1 of the application. Your email address will be used by our office to establish your online account. If you have already established an account by signing up to take the state examination, it is important that you utilize the same email address. If you change your email address in the future, you should log in to your account and update it with the new email address.

If you are submitting an application to our office, you should indicate if your email address has changed since taking the examination.

What is my User ID for the real estate online system and how do I update my online account information?

The email address of a licensee is the User ID for each online account in the real estate online system. Each User ID must be unique, therefore, you will not be able to share an email address with anyone else in the system. If you have not already established an account, your password will be emailed to you upon approval of your application by our office. You will utilize your User ID (email address), along with this temporary assigned password, to access your online account and change your password.

Do I need to be terminated by a broker who I no longer work for?

Yes, in accordance with statute, brokers are required to terminate all salespersons who are no longer working for them. All terminations must be completed by the broker through the online real estate system. The principal broker for the salesperson must log in to their personal online real estate account to perform the transaction.

Once licensed, how do I change my association from one broker to another?

All change of associations must be completed through the online system. If you have been previously working for another company, the first step is to ensure that the previous broker has already performed a termination on you. Once the termination is complete, your new representative broker should log in to their own personal online real estate account and complete the appropriate online transaction to associate you with their company. Your new broker will need your license number in order to perform the transaction.

What transactions and information are available online to salespersons?

- Complete initial Salesperson application
- Change residence address
- Renew license
- Request duplicate license print
- Examination results
- Application status
- License status

For further information pertaining to Licensing web based application procedures, please refer to our Frequently Asked Questions on our website at www.dos.state.ny.us.

PRIVACY NOTIFICATION**Do I need to provide my Social Security and Federal ID numbers on the application?**

Yes. The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

UNIQUE ID NUMBER
(for office use only)

EFF. DATE

FEE
\$50

NYS Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Real Estate Salesperson Application

Read the Instruction Sheet for details before completing this application form. You must answer each question and TYPE or PRINT responses in ink.

APPLICANT'S LAST NAME FIRST NAME M.I. SUFFIX

HOME ADDRESS - NUMBER AND STREET (PHYSICAL ADDRESS REQUIRED, P.O. BOX MAY BE ADDED TO ENSURE DELIVERY) APT/UNIT

CITY STATE ZIP+4 COUNTY

DAYTIME TELEPHONE NUMBER SOCIAL SECURITY NUMBER (SEE PRIVACY NOTIFICATION)

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E-MAIL ADDRESS (THIS ADDRESS WILL BE APPLICANT'S USER ID FOR ON-LINE ACCOUNT) HAS THIS E-MAIL ADDRESS CHANGED SINCE TAKING EXAMINATION? YES NO

BUSINESS NAME (EXACTLY AS IT APPEARS ON THE BROKER'S LICENSE) OFFICE LICENSE/UNIQUE ID NUMBER (BEGINS WITH 1099, 1039 OR 39)

BUSINESS ADDRESS WHERE APPLICANT WILL BE PERMANENTLY STATIONED - NUMBER AND STREET LOCATION IS PRINCIPAL OFFICE LOCATION IS BRANCH OFFICE

CITY STATE ZIP+4 COUNTY

1 Background Data

YES NO

1. What is your date of birth? _____
2. Have you ever applied for or been issued a real estate broker's or salesperson's license in this state? _____
 → IF "YES," in what year? _____ Under what name? _____
 LICENSE/UNIQUE ID NUMBER (if applicable) _____
3. Have you ever been convicted in this state or elsewhere of any criminal offense that is a misdemeanor or a felony? _____
 → IF "YES," you must submit with this application a written explanation giving the place, court jurisdiction, nature of the offense sentence and/or other disposition. You must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) and a Certificate of Disposition. If you possess or have receive a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application.
4. Are there any criminal charges (misdemeanor or felonies) pending against you in any court in this state or elsewhere? _____
 → IF "YES," you must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint.)
5. Has any license or permit issued to you or a company in which you are or were a principal in New York State or elsewhere ever been revoked, suspended or denied? _____
 → IF "YES," you must provide all relevant documents, including the agency determination, (if any).

(For Office Use Only – Revenue Unit)

2 Certification of Satisfactory Completion

(Name of School)

Real Estate Salesperson Course (Code) # S-_____

This certifies that _____ has satisfactorily completed a 75-hour salesperson qualifying
(Name of Student)
course in real estate approved by the Secretary of State in accordance with the provisions of Chapter 868 of the Laws of 1977;
that attendance of the student was in compliance with the law and that a passing grade was achieved on the final examination.
The course was completed on _____ .

Authorized Signature

X _____

Date _____

(School Seal)

3 Child Support Statement — *You must complete this section. If you do not complete it, your application will be returned.*

“X” A or B, below

I, the undersigned, do hereby certify that (You must “X” A or B, below):

- A. **I am not under obligation to pay child support.** (SKIP “B” and go directly to **Applicant Affirmation**).
- B. I am under obligation to pay child support (You must “X” any of the four statements below that are true and apply to you):
- I do *not* owe four or more months of child support payments.
 - I am making child support payments by income execution or court approved payment plan or by a plan agreed to by the parties.
 - My child support obligation is the subject of a pending court proceeding.
 - I receive public assistance or supplemental social security income.

4 Applicant Affirmation — I affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 12-A of the Real Property Law and the rules and regulations promulgated thereunder.

Applicant Print Name

X _____
Applicant’s Signature

Date _____

5 DMV Consent Section — IMPORTANT Information Regarding Your Photo ID

The Department of State produces photo ID cards in cooperation with the NYS Department of Motor Vehicles (DMV). If you have a current NYS Driver License or Non-Driver ID card, please provide your 9-digit DMV ID Number in the space provided below. Then read the informed consent and sign this form. If you do not have a current NYS photo Driver License or Non-Driver ID card, please have your photo taken at any nearby DMV office BEFORE you complete this application. For more details, refer to our enclosed notice, "Request for Photo ID."

INFORMED CONSENT

I authorize the NYS Department of State and the NYS Department of Motor Vehicles (DMV) to produce an ID card bearing my DMV photo. I understand that DMV will send this card to the address I maintain with the Department of State. I also understand that the Department of State and DMV will use my DMV photo to produce all my subsequent ID Cards for as long as I maintain my license/registration with the Department of State.

DMV ID # _____/_____/_____ - _____/_____/_____ - _____/_____/_____

X _____
Applicant's Signature *Date Signed*

6 Association Statement — I am sponsoring this application in accordance with the Real Property Law, §441.1(d).

Broker License/Unique ID number _____

Broker Print Name _____

Broker Signature _____ Date _____

Please remember to include with this application any required explanations and statements along with your application fee (checks should be made payable to NYS Department of State).

It is important that you and/or your broker update any changes to your business address through your online account so you can continue to receive renewal notices and any other notifications pertinent to your license.