



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
P.O. Box 22001  
Albany, NY 12201-2001  
Customer Service: (518) 474-4429  
www.dos.ny.gov

## Real Estate Salesperson Application - Instructions

For faster service, apply online at:  
[www.dos.ny.gov](http://www.dos.ny.gov)

*Please take the time to read the instructions 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 \$55 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 consent from all your sponsoring brokers must be obtained prior to submission of this application. If you terminate association or change association, your principal broker must perform these transactions through the online services at [www.dos.ny.gov](http://www.dos.ny.gov).*

### 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 **Sales/Remedial Course Certification** section of the application completed by the Department of State approved school coordinator or you may submit a copy of your course completion certificate.

The 75 hour salesperson qualifying and 30 hour remedial courses are only valid for 8 years past the course completion date and must be used to obtain a license or will expire and must be retaken. Once either of these courses have been applied towards a license, they will not expire and can be used for upgrade.

### 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 original 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

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

- Continuing education courses
- Correspondence courses
- Paralegal

Upon approval of your education, you will find information on how to register and schedule your examination on our website at [www.dos.ny.gov](http://www.dos.ny.gov).

After you pass the examination, you must submit the 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 inquiring about, visit our website at [www.dos.ny.gov](http://www.dos.ny.gov).

### **What are the continuing education requirements for a renewal license?**

A renewal license will not be issued unless you complete 22.5 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 and at least one hour of instruction pertaining to the law of agency except in the case of the initial two-year licensing term for real estate salespersons, two hours of agency related instruction must be completed.

### **What are the fees, terms of licensure?**

- \$55 — 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 a 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.

### **Child Support Statement**

A Child Support Statement is mandatory in New York State (General Obligations Law) 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.

### **Information on Online Services**

#### **Can I apply for a salesperson license online?**

Applicants who are applying for a first time salesperson license 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.ny.gov](http://www.dos.ny.gov). 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, requesting an additional salesperson license or were previously licensed, 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
- Step 4: Unique ID number

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

Upon broker approval, your 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 must provide your current email address on the top portion of page 4 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 must 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.

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### **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.ny.gov](http://www.dos.ny.gov).

## **PRIVACY NOTIFICATION**

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

Yes, if you have a social security number or Federal ID number, you are required to provide this number. If you do not have a social security number or Federal ID number, please provide a written explanation.

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.

### **WOULD YOU LIKE TO REGISTER TO VOTE?**

Please visit the NY State Board of Elections at [www.elections.ny.gov/votingregister.html](http://www.elections.ny.gov/votingregister.html) or call **1-800-FOR-VOTE** to request a NYS Voter Registration form.

To register online, please visit [www.ny.gov/services/register-vote](http://www.ny.gov/services/register-vote).

(For Office Use Only)

(For Revenue Use Only)

License Number \_\_\_\_\_

Eff. Date: \_\_\_\_\_



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P.O. Box 22001  
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## Real Estate Salesperson Application

**FEE \$55**

*If you do not complete all required responses, your application will be returned.*

I am applying based on the following qualification \* (X only one):

Attorney Admitted to NYS Bar

Previously Licensed

Additional Salesperson License

DOS Approved Qualifying Education

Reciprocity State of \_\_\_\_\_ and have provided a current certification (dated within 6 months) from the Real Estate Commission where my license was obtained.

Please TYPE or PRINT all responses in ink

### APPLICANT INFORMATION

\* Required Responses

Applicant's Last Name \*

First Name \*

M.I.

Suffix

Home Address – Number & Street (Physical address required) \*

Apt/Suite

City \*

State \*

Zip + 4 \*

County \*

Applicant's SOCIAL SECURITY NUMBER \* (See Privacy Notification)

Applicant's DATE OF BIRTH \*

Applicant's Phone Number \*

Applicant's EMAIL ADDRESS \*

Applicant's New York State nine digit DMV ID # \*

Note: Non NYS residents please see Page 7 "Checklist" →

If you previously or currently hold a NYS real estate license issued by the state of New York, please enter the UID/License #. \* →

### BUSINESS INFORMATION

\* Required Responses

Business Name \* (Exactly as it appears on your sponsoring broker's license)

Office License/Unique ID Number

**PR 1099**

**BO 1039**

Business Address - Number & Street

(Physical address where you will be permanently stationed is required) \*

Daytime Phone Number

City \*

State \*

Zip + 4 \*

County \*

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**Real Estate Salesperson Application**

\* Required Responses

**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 \_\_\_\_\_

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1. Have you ever been convicted of a crime that is a misdemeanor or felony? \* **YES NO**  
➔ **IF “YES,”** you must submit a written explanation and provide a copy of the court records detailing the allegations of the offense and how the case was resolved. If you have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application.
2. Are there any criminal charges (misdemeanor or felonies) pending against you in any court? \* **YES NO**  
➔ **IF “YES,”** you must submit a written explanation and provide a copy of the court records detailing the allegations of the offense.
3. Has any license or permit issued to you or a company in which you are or were a principal ever been revoked, suspended or denied? \* **YES NO**  
➔ **IF “YES,”** you must provide all relevant documents, including the agency determination if any.
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**Child Support Statement**

**By signing this application,** I certify that as of the date of this application, I am not under an obligation to pay child support **OR** if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by a plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

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**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 there under.

If you are currently a NYS Licensed Real Estate Salesperson and are submitting this application for an ***additional*** Real Estate Salesperson license, by signing this application you are affirming all sponsoring brokers have provided their consent.

In addition, I hereby authorize the NYS Department of State and NYS Department of Motor Vehicles to produce an ID card bearing my DMV photo. I understand that DOS and DMV will use my DMV photo to produce all subsequent ID Cards for as long as I maintain my license with the Department of State and that I may withdraw my consent to use my DMV photo by submitting a request in writing to the Department of State.

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*Applicant Print Name* \*

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*Applicant Signature*\*

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*Date*

## Education

Applicants must have completed 75 hours of NYS Department of State/Division of Licensing Services approved qualifying education in the form of:

75 hour salesperson course **OR**

45 hour salesperson course (completed prior to 07/01/08) and 30 hour remedial course.

The 75 hour salesperson qualifying and 30 hour remedial courses are only valid for 8 years and must be used to obtain a license or will expire and must be retaken.

Once either of these courses have been applied towards a license, they will not expire and can be used for upgrade.

## Sales Course Certification - Complete only if not currently licensed as a salesperson

### Certification of Satisfactory Completion - 75hr Salesperson Course or 45hr Salesperson Course

**This section must be completed by the school coordinator OR you may submit a copy of your course certificate(s).**

Name of School

This certifies \_\_\_\_\_ has satisfactorily completed the Real Estate 75 hour  
salesperson course (Code) #F - \_\_\_\_\_ or 45 hour salesperson course #S - \_\_\_\_\_

This course was completed on

School Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sales Remedial Course Certification

### Certification of Satisfactory Completion – 30 hr Salesperson Remedial Course

**This section must be completed by the school coordinator OR you may submit a copy of your course certificate.**

Name of School

This certifies \_\_\_\_\_ has satisfactorily completed a 30 hour  
salesperson remedial qualifying course (Code) #R - \_\_\_\_\_

This course was completed on

School Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(This section should only be completed if the 45 hr Salesperson Course was taken prior to 7/1/2008).**

If you received a Course Waiver from Educational Standards at the Department of State, please submit a copy with this application.

**A COMPLETED APPLICATION MUST INCLUDE:**  
(Use this checklist to ensure you have included/completed all requirements.)

**You must complete all required \*responses.  
If you do not complete all required responses, your application will be returned.**

**Page 4**

You must check one of the five options for **"I am applying based on the following qualification."**

**Applicant Information:**

- Complete "Applicant Information" required (\*) responses. You must complete this section. If you do not complete required responses, your application will be returned.

**Non New York State Residents:**

- If you have a residence address outside NYS and do not possess a NYS DMV ID number you must enter nine (9) zeroes for your DMV ID number in the space provided as well as include a clear copy of a government issued photo ID (ex. out of state driver license or non-driver ID, US Passport, US Passport Card, etc).

**Business Information:**

- Complete "**Business Name**" required (\*) responses. Clearly print or type the business name exactly as it appears on your sponsoring broker's license.
- Complete "**Business Address**": All applicants **MUST** provide a business address where the applicant will be permanently stationed.
- Complete "**Office license/unique ID number**" **and** indicate if it is a Principal or Branch office. If the address is the principal office your sponsoring broker can provide this number. If the address is a Branch Office you may obtain the license number from the license. In either case you may visit Licensing's webpage for the license number associated with the address.

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**Association Statement:**

- Your sponsoring broker must complete this section.

**If you answered YES to questions 1, 2 or 3:**

- Question #1 – court documentation which **MUST** be submitted: A copy of the certificate of disposition from the court **AND** a copy of the accusatory instrument\* from the court.
- Question #2 – court documentation which **MUST** be submitted: A copy of the accusatory instrument\* from the court **AND** adjournment notice(s) indicating future court date(s) from the court.
- Question #3- you must provide all relevant documents, including the agency determination, (if any).

*\*An accusatory instrument is a document that is used by prosecutors and the criminal courts to charge and prosecute someone accused of a crime(s) and details the facts and circumstances surrounding the crime(s). This could be an Indictment, Superior Court Information, Criminal Complaint, etc.*

**Child Support Statement:** *Please read*

**Applicant Affirmation:** Please print and sign your name and date the application.

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**Education:** These sections must be completed by the School Coordinator (unless you are applying for an additional salesperson license, reciprocal salesperson license or are an attorney admitted to the NYS Bar Association) **OR** you may submit copies of your course certificates.

**Application fee:** \$55.00 payable to the NYS Department of State. (*see instructions for acceptable payment methods*).