

**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION**

2501 East Sahara Avenue, Suite 102 \* Las Vegas, NV 89104-4137 \*(702) 486-4033  
[email: realest@red.state.nv.us](mailto:realest@red.state.nv.us) <http://www.red.state.nv.us>

**REAL ESTATE LICENSE  
CHECKLIST AND APPLICATION**

**EXPIRATION AND ISSUE DATE:** An applicant for a Nevada real estate license may conduct the services of real estate only when the actual hard copy license is present. The expiration of the license defaults to two year, from the last day of the month of the issue date. Once your license is issued or other decision is made, you may view your license status on our website under the licensee look-up option. All active licenses are mailed directly to the business address indicated on this application.

- APPLICATION:** Residents and non-residents 18 years or older apply with a completed application Form 549. All requirements must be met, no exceptions. Prior to submitting this application, be sure each question has been completely, thoroughly, and honestly answered; attach the required additional documents and fee. This application must be signed and notarized where indicated. Applications lacking any requirement are incomplete.
- ACTIVE STATUS:** You must retain a Nevada Real Estate Broker or apply as a Real Estate Broker with an office location prior to submitting this application. Salespersons and Broker Salesperson applicants are required to acquire a sponsoring broker. (Page 9)
- FINGERPRINT CARDS:** The Fingerprint date must be within 6 months or less of the application date. Two Fingerprint process types are available to choose from.
  1. **Hard copy fingerprint cards:** Attach to this application two (2) hard copy Form FD-258 cards and finger print fee. Obtain the cards and have your prints taken by a law enforcement agency (LEA). Make certain the LEA applies their stamp to the back side of these cards or attach a copy of the payment receipt provided by your local LEA. Complete the entire top portion of both cards in black ink and attach a **\$51.25** cashier's check or money order made payable to **Department of Public Safety (DPS)**. **Personal checks or cash are NOT accepted by DPS.**
  2. **Approved Fingerprint Vendor verification:** Obtain a list of approved finger print vendors for the electronic submission (obtain [Form 619](#) for all authorized vendors). Attach the fingerprint vendor verification form.
- NON-US CITIZENS:** Please provide proof of eligibility to work in the United States. Pending eligibilities will not be accepted. Copies of documents produced by the Internal Revenue Service are accepted and may be enlarged.
- NON-RESIDENT:** The State of Nevada does not require the applicant to reside in the State of Nevada. All non-residents must sign the "Consent to service of process" form included in application Form [#549](#). The Nevada Real Estate license must be located in Nevada. A Nevada Broker must hold a business location and real estate transaction records in Nevada.
- PRIOR LICENSE:** Obtain a certified license history or letter of good standing from the Real Estate Commission of the state in which you were licensed. The history must be dated within 90 days of your application.
- EDUCATION:** Specific course requirements are located on Form 501.

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**EXAM:** PSI examination service provides the proof of passing certificate for a Nevada Real Estate Broker or Salesperson exam. All applicants must provide proof of passing both the state and National/Principles exam. A

- All exams expire after one year of the exam date noted on the certificate of passing.
- The Real Estate Commission accepts a copy of a principles/National Real Estate exam, issued by another state, along with the Nevada State exam if dated within the last 12 months from the application submission date. Those who can provide an out-of-state principles exam must pass the Nevada Real Estate law portion with PSI Examination services.
- The **original** PSI issued Certificate of Passing is required.

Contact PSI examination service at (800) 733-9267 or utilize the web address at [www.psiexams.com](http://www.psiexams.com) to schedule your exam.

**FEE & DELIVERY: SALESPERSON \$210.00 BROKER \$250.00 (New Fees Effective July 1, 2011)**

- a) Make check, cashier's check, or money order payable to Nevada Real Estate Division or present exact amount in cash.
- b) Applicants may choose to mail or personally hand-deliver the application.
- c) Fees are non-refundable.
- d) Non-sufficient funds (NSF) will be charged an additional \$25.00 fee and application may be denied. Applicants with an NSF charge must reapply with a new Form 549.

**BROKER APPLICANTS ONLY:** Several additional forms, documents, and pre-approval are required. Obtain form [#508](#) for instructions to submit a financial Form [558](#).

**EXPERIENCE: Required for a Broker applicant only.** Proof of 2 years licensed active full-time real estate experience within the last 4 years is required for a Nevada Real Estate Broker applicant. Attach a certified, out-of-state license history, produced by the issuing authority. The history must be current or dated under 90 days of your application submission date.

- Out-of-state broker applicants Attach a certified license history.
- Out-of-state salesperson, associate broker, or broker salesperson, Attach a certified license history and an Experience Verification Form [509](#).
- A Nevada licensed Real Estate salesperson or broker salesperson is required to submit Form 509 only.

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**ORIGINAL LICENSING APPLICATION**  
*For Salesman, Broker-Salesman, or Broker License*

**(New Fees Effective July 1, 2011)**

**TYPE OR PRINT CAREFULLY. THIS SECTION IS TO BE COMPLETED PERSONALLY BY THE CANDIDATE. NAC 645.105** Each application must be completed personally by the applicant. Members of the Commission or employees of the Division are expressly prohibited from helping a person prepare his license application.

*\*Only information deemed by law to be confidential shall be confidential (SSN, exam results, background investigation results). Most information provided by an applicant for licensure is public information and must be provided upon request. By policy, the Real Estate Division shall post (via the web site) and sell licensee lists which include the licensee's name, business address (even if same as home address), and business telephone number.*

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**License desired.** Please check the box of the license type applied for:

<input type="checkbox"/> SALESPERSON	<b>\$210.00</b>
<input type="checkbox"/> BROKER-SALESPERSON	<b>\$250.00</b>
<input type="checkbox"/> BROKER	<b>\$250.00</b>

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**Make checks payable to Nevada Real Estate Division (NRED) or submit the exact amount in cash.**

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**SECTION I:** (Please print clearly)

1. Applicant's name : \_\_\_\_\_ \*Social Security: \_\_\_\_\_  
Add a nickname: \_\_\_\_\_ \*Date of birth: \_\_\_\_\_  
\*Home Address: \_\_\_\_\_  
Street number and name, City, State, Postal code  
\*Mailing address (if applicable): \_\_\_\_\_  
\*E-mail address: \_\_\_\_\_  
\*Home Phone : (        ) \_\_\_\_\_ \*Cell Phone: (        ) \_\_\_\_\_

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2. List any names used other than legal name listed on this application and explain. Provide proof that the names are the same person when the name on this application is different from your education transcripts, certificates, examinations, etc.

\_\_\_\_\_

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**DIVISION USE ONLY:**

Receipt: # _____	License: # _____
Date: _____	License Issue Date: _____
Processors Initials: _____	Processors Initials: _____
Expiration Date of INS Card: _____	FP forwarded date: _____
Experience: _____ years _____ months _____ days = _____ college credits.	
Credits submitted from education courses: _____	Total credits (B/BS) or hours (S): _____

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**SECTION II.** ALL APPLICANTS MUST COMPLETE ITEMS 1 THROUGH 10. Attach additional sheets if more space is needed.

**1. Occupation:** List Employment history or unemployment status {i.e.: retired, student, homemaker, etc for the preceding two years (no gaps please) to date of application. Please attach an additional sheet if necessary.

Occupation	Employer	Address	Date Begin	Date ended

**2. Residences:** For preceding 3 years. Include current residence. Please attach an additional sheet if necessary.

Street Address	City & State	Begin date	End date

**3.  Yes  No Prior experience in real estate?:** If you checked **Yes**, please list all states in which you hold or have held a Real Estate license. Attach to this form a history certified by the state in which you were licensed. The history must be dated less than 90 days from the Nevada license application acceptance date. No documentation required for a license that expired over 10 years ago.

State	Type of credential	Issuance Date	Expiration date	Credential number

**4.  Yes  No U.S. Citizen?** Non-United States citizens must provide proof of the right to work in this country as an employee or independent contractor. Attach a copy of a current I.N.S. card, Work Permit card, or permanent resident card. An application submitted to the Dept of Naturalization and Immigration is not accepted.

**If No, please write your country of citizenship:** \_\_\_\_\_

**Work permit or alien registration card expiration date: (mm/dd/yyyy)** \_\_\_\_\_

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**5. Personal History:** *If your answer is YES to any of the following questions, attach the order as a result of the proceedings. On an attached sheet give full details, including the administrative agency, court, and title of the proceeding, disposition and any other pertinent information. (see NRS 645.330)*

Yes No

- a. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?
- b. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked?
- c. Has an application for any type of license been denied?
- d. Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application?
- e. Have you ever been charged with or arrested for a felony, gross misdemeanor, or misdemeanor?
- f. Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?
- g. Have you ever been permitted to change your plea of guilty or had a criminal conviction reversed, or had a judgment or verdict vacated?
- h. Have you ever received an executive pardon?
- i. Have you ever been convicted of, or are you under indictment for, or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude?
- j. Are you presently on parole or probation or paying any restitution?
- k. Have you ever filed bankruptcy or has bankruptcy been filed against you? If yes, please provide the date of discharge\_\_\_\_\_. If filed within the past 7 years, please provide a copy of the discharge.

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**6. CHILD SUPPORT QUESTIONNAIRE: CHECK ONE BOX, REQUIRED.**

- I **am not** subject to a court order for the support of a child.
- I **am** subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.
- I **am** subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

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**7. Nevada Resident? Yes  No  If no, complete and attach a notarized 656 Form.**

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**8. DECLARATION: Signature of applicant**

I,(print name) \_\_\_\_\_ hereby, under penalty of perjury, declare that the answers contained in this application are true and correct; and I understand:

- That if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan my application for license, certification or renewal of a license or certification will be denied;
- That I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada;
- That by signing this application I authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**9. COMPANY AFFILIATION:**

Both physical and mailing and physical address **must be located in the State of Nevada.**

- a. \_\_\_\_\_  
Provide Company Name: Fictitious name or **d.b.a.** (if applicable, as registered with the County Clerk's office):
- b. \_\_\_\_\_  
Name of Corporation, LLC, or Partnership as registered with the Nevada Secretary of State
- c. \_\_\_\_\_ NV, 89 \_\_\_\_\_  
Location address (provide number street, city ,state, zip)
- d. \_\_\_\_\_ NV, 89 \_\_\_\_\_  
Company mailing address (if different from physical address above)
- e. (\_\_\_\_\_) - \_\_\_\_\_  
Business Telephone Number Business email address

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**Acknowledgement of Intent to Employ**

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**NOTE: BROKER applicants are not required to sign "Acknowledgement of Intent to Employ" below.**

f. This is to certify that I, \_\_\_\_\_, am a duly licensed broker, Owner/Developer, Sales Manager, or Office Manager on active status registered with the Nevada Real Estate Division of the Department of Business and Industry. It is my present intent to employ or associate with me the within named salesperson or broker salesperson \_\_\_\_\_ (**required**). I will exercise careful supervision over his/her real estate activities while he/she is associated with or employed for me.

License number of Broker, Sales Manager, or Office Manager # \_\_\_\_\_ (**required**)

\_\_\_\_\_ X \_\_\_\_\_  
Print name of Broker or Licensed Office Manager with authority Original signature of Broker or Office Manager with authority

**Verification upon oath or affirmation.** (section f only)

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, (date) by \_\_\_\_\_  
(Notary prints name of person signing document.)

Seal

X \_\_\_\_\_  
(Signature of Notary)