

Section VII – 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. There are exemptions. Please see http://www.myfloridalicense.com/dbpr/re/documents/FREC_FAQs.pdf for details.
- i. See http://www.myfloridalicense.com/dbpr/re/documents/re_schools.pdf for a list of approved real estate schools.
- e. 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:
 - a. Satisfy the pre-licensure education requirements. See http://www.myfloridalicense.com/dbpr/re/documents/FREC_FAQs.pdf for details.
 - b. Note: An Applicant who holds a four-year degree in real estate 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.
 - c. Submit, 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.61J2-3.015>, for more information.
 - d. Submit admissions authorization letter (from the Department's testing vendor) at the time of examination.
 - i. See 3 (a) (ii) below.
 - e. Submit proof of identification at the time of the examination.
- f. Applicant must have the required experience.
 - i. In order to be licensed as a real estate broker, the applicant must have held:
 - a. 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**
 - b. 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**
 - c. 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. Applicants claiming experience from a jurisdiction other than Florida must attach a current certification of real estate license history (dated not more than 30 days from the date of application).
- g. 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.myfloridalicense.com/dbpr/servop/testing/documents/finger_faq.pdf for more information.

2. General Information and Instructions

a. Section I

- i. General Information:
 - a. Broker licensure
 - i. Applicants that do not wish to obtain broker licensure through mutual recognition or as an out of state candidate should check this box.
 - b. Mutual Recognition
 - i. Florida has mutual recognition with certain states.
 - ii. 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.
 - iii. Specific mutual agreement and other information can be viewed at <http://www.myfloridalicense.com/dbpr/re/mutualrecognition.html>.
 - c. Out of State Applicants
 - i. Out of state applicants will be required to successfully complete the Florida broker exam.
 - ii. 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.
 - iii. Any applicant who is not a resident of Florida shall complete the Irrevocable Consent to Service section of this application. Section 475.180(2)(a), F.S.
 - ii. Check the appropriate box.
- b. Section II**
- i. Fill out each section completely.
 - 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 nicknames or initials.
 - iii. Applicants must furnish at least one physical address – i.e., not a P.O. Box.
- c. Sections III (a), (b), and (c)**
- i. Question 1:
 - a. If you answer “yes” to this question, you must complete Section III (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.
 - b. 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:
 - a. If you answer “yes” to this question, you must complete Section III (b) [*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:
 - a. If you answer “yes” to this question, you must complete Section III (c) [*make additional copies as necessary*] of the application and supply copies of documentation explaining the denial or pending action.
 - iv. Question 4:
 - a. If you answer “yes” to this question, you must complete Section III (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.
- d. Section IV**
- i. Check all applicable boxes.
 - ii. If you wish to take the examination in Spanish, see <http://www.myfloridalicense.com/dbpr/re/LicensureInformation.html> for more information.
 - iii. NOTE: If you have a disability and require special accommodations in taking this

examination, 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.myflorida.com/dbpr/servop/testing/ADA.html>.

e. Section V

- i. Applicant must sign the attestation statement.

f. Section VI

- i. All applicants that are not residents of Florida must complete the Irrevocable Consent to Service section.

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 results to DBPR's system. At that point the system will automatically issue a license number. This can take up to ten working days. After DBPR issues the license, it still takes ten to twelve working days before DBPR mails the license.

b. Employment Information

- i. Upon passing the examination, an applicant will receive a certificate of licensure. This does not mean the applicant's license is "active". The applicant may activate his or her license by filing form # DBPR RE 11 or the company can activate his or her license by filing form # DBPR RE 12.

c. Post Licensure Education

- i. In accordance with Rule 61J2-3.020(1) of the Florida Administrative Code, all applicants for licensure who pass the state real estate broker examination must satisfactorily complete a Commission prescribed or approved post-licensure course prior to the first renewal following initial licensure (i.e., in the applicant's first year of licensure).

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 Chapter 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.