

**APPLICATION FOR REAL ESTATE LICENSE**

STATE OF MISSOURI  
MISSOURI REAL ESTATE COMMISSION  
P.O. Box 1339, Jefferson City, MO 65102  
(573) 751-2628

---

<b>For MREC Use Only</b>	<b>Date Issued</b>	<b>Affiliation Name</b>
--------------------------	--------------------	-------------------------

---

**Please include printed copies of all applicable passing score reports with this application. In addition, please list the dates included on your passing score report for each applicable portion below.**

**Reciprocity/Licensed Out of State candidates need only include the State portion.**

---

<b><u>PASSING TEST DATE</u></b>	<b><u>EXAM PORTION</u></b>
---------------------------------	----------------------------

---

STATE

NATIONAL

---

**Please list all identifying information in the space below. If any either copy of your passing score reports for the portions above have incorrect personal information, please clearly print the correct information in the space below.**

**Please review all attached instructions.**

**Failure to provide all required information will result in the application being returned.**

---

**1.LEGAL NAME AND HOME ADDRESS:**

**SOCIAL SECURITY NUMBER:**

**DATE OF BIRTH:**

**GENDER:**

**HOME PHONE:**

**CELL PHONE:**

**E-MAIL ADDRESS:**

**1-a. PROOF OF CITIZENSHIP:**

**ARE YOU A CURRENT CITIZEN OF THE UNITED STATES?**

**YES NO**

**If Yes please provide proof of citizenship: REAL ID driver's license, Birth Certificate, Naturalization, Passport.**

**If No please provide proof of lawful presence through one of the following documents: F-1 Student Visa, H1B Visa, Permanent Resident Card Expired- (extension granted), US Permanent Resident Card, Visa Stamped date of US entry.**

---

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? **YES NO**

Would you like to receive information and assistance regarding veterans benefits and services? **YES NO**

May the agency share your contact information with the Missouri Veterans Commission to provide such information? General information may also be found on the Missouri Veterans Commission's website. **YES NO**

---

**2. PREVIOUS NAMES, ALIASES, NICKNAMES, PEN NAMES, PSEUDONYMS, MAIDEN NAME:**

---

---

---

**3. TYPE OF LICENSE REQUESTED:** (please circle)

Salesperson              Broker-Salesperson      Individual Broker              Broker-Partner  
Broker-Officer              Broker-Associate              PC Broker-Salesperson              Inactive Broker (see instructions)

**NOTE: Each broker-officer, broker-associate, or broker-partner licensed in Missouri MUST retain a comparable position/title within the firm.**

---

**4-10. Have you ever been licensed as a real estate salesperson or broker in Missouri?** **YES    NO**

**If yes, provide the approximate dates of licensure and type of license held. Return current Missouri license, if applicable.**

Dates of Licensure: \_\_\_\_\_ Type of License: \_\_\_\_\_

Dates of Licensure: \_\_\_\_\_ Type of License: \_\_\_\_\_

---

**4-11. Have you ever been licensed as a real estate salesperson or broker in any state(s)/jurisdiction(s) other than Missouri?** **YES    NO**

**If yes, attach a certification of licensure from the state(s)/jurisdiction(s) and provide the approximate dates of licensure and type of license held.**

State/Jurisdiction: \_\_\_\_\_ Dates of Licensure: \_\_\_\_\_ Type of License: \_\_\_\_\_

State/Jurisdiction: \_\_\_\_\_ Dates of Licensure: \_\_\_\_\_ Type of License: \_\_\_\_\_

---

**4-12. Have you ever had a real estate application denied or your real estate license suspended, revoked, placed on probation, or otherwise disciplined in Missouri or any other state or jurisdiction?** **YES    NO**

**If yes, attach an additional sheet with the name of state or jurisdiction, reason for denial, type of discipline, and approximate dates.**

---

4-13. Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution in this state, or any other state, or of the United States, or any other jurisdiction, whether or not sentence was imposed? **NOTE: This includes Suspended Imposition of Sentence, Suspended Execution of Sentence, and alcohol-related offenses (i.e., DWI and BAC).** YES NO

If yes, complete information below. Attach additional sheet if needed.

Date of Conviction and/or Pleading: \_\_\_\_\_ Court Location: \_\_\_\_\_

Nature of Offense: \_\_\_\_\_ Case Number: \_\_\_\_\_

Was this a misdemeanor conviction(s) or pleading(s)? YES NO

Was this a felony conviction(s) or pleading(s)? YES NO

4-14. Pursuant to Section 324.010 RSMo: **CHECK THIS BOX ONLY IF IN ALL OF THE LAST THREE YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.** False statements are subject to criminal penalties and/or license discipline. If you have any questions regarding taxes, contact the Department of Revenue at (573) 751-7200 or [income@dor.mo.gov](mailto:income@dor.mo.gov).

4-15. **ONLINE CONTINUING EDUCATION VERIFICATION:** 324.001.8 RSMo prohibits the MREC from disclosing educational transcripts to anyone other than the licensee. In order for the MREC to proceed with making your continuing education information easily accessible online, you must give your consent. By checking this box, you are consenting to making your FUTURE CE completion information accessible via the Commission's website.

4-16. Have you ever had any other professional license suspended, revoked, placed on probation, denied, or otherwise disciplined in this state or any other jurisdiction that you have not previously disclosed to this Commission? If yes, provide information below (or on attached page.) YES NO

Location: \_\_\_\_\_  
City, State of Missouri

License Type: \_\_\_\_\_  
(Barber, Attorney, Physician, etc.)

Discipline: \_\_\_\_\_  
Denied, suspended, revoked, etc.

Date of Discipline: \_\_\_\_\_

5. **SIGNATURE OF APPLICANT:** I hereby attest and affirm that the information provided in this application is true and correct to the best of my knowledge and belief, and I understand that if this information is not true and correct I am subject to the penalties of making a false affidavit. I also understand that I am authorizing the Missouri Real Estate Commission to discuss the status of my application with the Designated Broker and/or the broker that has signed in Section 7.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

6. If applying for license as an **individual broker**, provide the following:

Business Address - Main Office Only  
(Include Street, City, State, and Zip Code): \_\_\_\_\_

Business Phone  
(Include Area Code): \_\_\_\_\_

Fictitious Name  
(If applicable, refer to Broker instructions): \_\_\_\_\_

7. If applicant is applying for a Salesperson, Broker-Salesperson, or PC Broker-Salesperson license, this section is to be completed and signed by the **Sponsoring Broker**.

If applicant is applying for a Broker-Associate, Broker-Officer, or Broker-Partner license of a new or existing firm, this section is to be completed and signed by the **Designated Broker**.

Broker Name (printed or typed): \_\_\_\_\_

Signature of Broker: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Corporation, Association (LLC), Partnership, or Individual Broker: \_\_\_\_\_

Broker/Entity License Number: \_\_\_\_\_

Business Address - Main Office Only  
(Include Street, City, State, and Zip Code): \_\_\_\_\_

Business Phone (Include Area Code): \_\_\_\_\_

Broker E-mail Address: \_\_\_\_\_

# INSTRUCTIONS

**NOTE: FAILURE TO PROVIDE REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED.**

**Criminal History Background Check:** All applicants for an original license are required to be fingerprinted for a Missouri and federal criminal history background check. All new applicants must be fingerprinted by IDEMIA (IdentoGo), the current approved vendor, prior to making application for licensure. Note exception --- You do not need to repeat this process if you currently hold a valid Salesperson license and have already submitted acceptable proof to the Missouri Real Estate Commission (MREC) of having been fingerprinted through an approved Missouri vendor.

To be fingerprinted through IDEMIA (IdentoGo), you must first register with the Missouri Automated Criminal History Site (MACHS) at [www.machs.mo.gov](http://www.machs.mo.gov). Individuals without access to the Internet may contact IDEMIA (IdentoGo) directly at 1-844-543-9712 to have a Fingerprint Services Representative conduct this registration on your behalf. **You will need to provide them with the MREC's registration number, 0004, in order to ensure the results are electronically disseminated to the MREC.**

NOTE: MREC DOES NOT PROCESS FINGERPRINT CARDS.

**Certification of Licensure:** If you have ever held a license in another state or jurisdiction, a certification of licensure is required from the licensing authority of the state(s)/jurisdiction(s) in which you are/were licensed, **even if the license has expired**. Certifications of Licensure must be submitted with the application and cannot be more than 90 days old. A copy of the license is NOT acceptable.

**Licensed Attorneys:** If applicant is a licensed attorney, submit a copy of current bar card with your application.

**Fees:** Correct fees must accompany the application and **ARE NONREFUNDABLE**. Make check or money order payable to the Missouri Real Estate Commission.

Salesperson     \$100             Broker Type     \$150

**Section 1 – Make necessary corrections to legal name, home address, and e-mail address. NOTE: The license must be issued in your legal name.**

**Section 2 –** Provide any previous names, aliases, pen names, pseudonyms, or maiden name.

**Section 3 –** Mark desired license type and refer to the instructions below:

**SALESPERSON –** Submit both the 48-hour salesperson pre-exam course completion certificate and the 24-hour Missouri Real Estate Practice Course completion certificate. **Application for licensure must be made within six months of the pre-exam course completion date.** Application requires the applicant's signature in Section 5 and the signature of the broker-officer, broker-partner, broker-associate, or the individual broker in Section 7. Nonresident licensing requirements may be found at the end of this document.

**BROKER-SALESPERSON/PROFESSIONAL CORPORATION BROKER-SALESPERSON –** Attach current original salesperson license and 48-hour broker pre-exam course completion certificate. Application requires the applicant's signature in Section 5 and the signature of a broker-officer, broker-partner, broker-associate, or the individual broker in Section 7. Nonresident licensing requirements may be found at the end of this document.

**INDIVIDUAL BROKER** – Attach current original salesperson license and 48-hour broker pre-exam course completion certificate. Include Consent to Examine and Audit Escrow or Trust Account form. If doing business under any name other than the broker's true name, the fictitious name must be filed with the Missouri Secretary of State's Office and a copy of the approved registration must be included with your application. If using a franchise or trade name, include a signed copy of the complete franchise or trade agreement. Applicant's signature and business address information are required in Sections 5 and 6. Nonresident licensing requirements may be found at the end of this document.

**BROKER-ASSOCIATE** (association/LLC), **BROKER-OFFICER** (corporation), or **BROKER-PARTNER** (partnership) – Attach current original salesperson license and 48-hour broker pre-exam course completion certificate. Applicant's signature is required in Section 5. The designated broker of the firm must sign in Section 7. Nonresident licensing requirements may be found at the end of this document.

**If the association (LLC), corporation, or partnership does not already hold a current Missouri real estate license**, the entity must also obtain a Missouri license. The entity application and instructions along with the Consent to Examine and Audit Escrow or Trust Account form may be found by accessing Application Forms at [www.pr.mo.gov/realestate.asp](http://www.pr.mo.gov/realestate.asp).

**INACTIVE BROKER** – Attach current original salesperson license and 48-hour broker pre-exam course completion certificate. Applicant's signature is required in Section 5. **NOTE: The 24-hour Missouri Real Estate Practice Course must be completed in order to reactivate the license.** Nonresident licensing requirements may be found at the end of this document.

## NONRESIDENT LICENSING REQUIREMENTS

### LICENSING REQUIREMENTS FOR INDIVIDUALS APPLYING FOR A MISSOURI LICENSE BASED ON LICENSURE IN ANOTHER STATE/JURISDICTION:

**SALESPERSON LICENSE** – If an individual holds a current and active salesperson license in another state/jurisdiction or holds a broker license in a state/jurisdiction that only issues broker licenses and wishes to obtain a Missouri salesperson license, complete the license application containing the results of passing the STATE portion of the Missouri salesperson exam and submit along with the 24-hour Missouri Real Estate Practice Course completion certificate and the certification of licensure from the nonresident licensing authority. **Application for licensure must be made within six months of passing the STATE portion of the Missouri salesperson exam.**

**BROKER TYPE LICENSE** – If an individual holds a current and active salesperson license in another state/jurisdiction or holds a broker license in a state/jurisdiction that only issues broker licenses, has 24 of the last 30 months active real estate experience, and wishes to obtain a Missouri broker's license, complete the license application which contains proof of passing BOTH portions of the Missouri broker exam and submit along with the Missouri 48-hour broker pre-exam course completion certificate and the certification of licensure from the nonresident licensing authority. **Application for licensure must be made within six months of the 48-hour broker course completion date.**

If an individual holds a current and active broker license in another state/jurisdiction, has 24 of the last 30 months active license experience as a salesperson or broker, and wishes to obtain a Missouri broker's license, complete the license application which contains proof of passing the STATE portion of the Missouri broker exam and submit along with the certification of licensure from the nonresident licensing authority. **Applications for licensure must be made within six months of passing the STATE portion of the Missouri broker exam.**

#### MAIL YOUR APPLICATION TO:

Missouri Real Estate Commission  
PO Box 1339  
Jefferson City, MO 65102

#### FOR PERSONAL DELIVERY OR EXPRESS MAIL SERVICE:

Missouri Real Estate Commission  
3605 Missouri Boulevard  
Jefferson City, MO 65109

## Missouri Applicant Fingerprint Privacy Notice

The Missouri Applicant Fingerprint Privacy Notice includes three (3) sections.

1. The State and National Rap Back Privacy Notice
2. The Noncriminal Justice Applicant Privacy Rights
3. The Privacy Act Statement

### **State and Federal Rap Back Privacy Notice**

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The “Missouri Rap Back Program: and “National Rap Back Program” shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By signing the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal just purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR) Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement> <sup>3</sup> See 28 CFR 50.12(b). <sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 141616), Article IV(c)

## Privacy Act Statement

*This privacy act statement is located on the back of the FD-258 fingerprint card.*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018