



Application for Real Estate Salesperson's Temporary License

**This is a sample application for information purposes only.**

**DO NOT PRINT THIS AND SUBMIT IT TO THE ALABAMA REAL ESTATE COMMISSION.**

**A license application will be given to you at the test center upon passing the examination.**

**Information and Instructions for Temporary Salesperson Application**

**A. FEES:**

- \$235 for Active License
  - \$150 License Fee
  - \$ 25 Criminal Records Search Fee
  - \$ 30 Research and Education Fee
  - \$ 30 Recovery Fund Fee
- \$205 for Inactive License

This does not include the \$30 Recovery Fund Fee. It will be paid when the license is activated.

**B. 90-Day Deadline:** The completed application and appropriate fees **MUST** be submitted to the Alabama Real Estate Commission within 90 days of your examination date. Failure to meet this deadline will mean your exam score is null and void.

**C. Attach proof of minimum age requirement of 19 years old.** You may submit a copy of a valid driver's license, U.S. passport, birth certificate, or any other document acceptable to the Alabama Real Estate Commission.

**D. Attach proof of U.S. citizenship, permanent resident alien, or being legally present in the United States.** Acceptable documentation is:

- (a) Driver license or non-driver identification issued by any state in the United States; or,
- (b) Birth certificate issued by any state in the United States; or,
- (c) Permanent Resident Card, commonly known as a "green card"; or,
- (d) Any visa issued by the United States; or,
- (e) Any other documentation issued by the United States indicating legal presence in the United States.

**E. Attach proof of residency in any state.** You may submit a clear copy of a current driver's license, car tag receipt, deed to a home, lease agreement on a home or residential apartment, property tax bill, voter's registration card, or any other document acceptable to the Alabama Real Estate Commission.

**F. If you are NOT a resident of Alabama, in addition to submitting proof of residency in your state, you must obtain the Consent to Jurisdiction Form from the Alabama Real Estate Commission's website at [www.arec.alabama.gov](http://www.arec.alabama.gov), and sign and submit it with this application.**

**G. To document proof of high school graduation, attach a copy of a high school or college transcript or diploma, copy of a GED certificate, a teaching certificate, or a DD-214 showing verification of high school completion.**

**H. Attach certification of licensure issued within the past 120 day period if you hold or have held a license in another state within the past five years.**

**I. Complete and submit the attached ABI-46 form to request the release of your criminal history information to the Alabama Real Estate Commission.**

**SUBMIT ONLY PAGES 2-3 AND PAGES 5-6 OF THIS APPLICATION TO THE REAL ESTATE COMMISSION. YOU MAY KEEP PAGE 1 AND PAGE 4 BECAUSE THEY ARE FOR INSTRUCTIONAL PURPOSES ONLY.**



**Application for Real Estate Salesperson's Temporary License**

LASTNAME, FIRSTNAME  
 12345 MAIN STREET  
 ANYWHERE, AL 12345

CANDIDATE ID:	<b>123456789</b>	EXAMINATION DATE:	<b>10/15/2009</b>
DATE OF BIRTH:	<b>12/31/1970</b>	EXAMINATION RESULTS:	<b>PASS</b>
SEX:	<b>MALE</b>	EXAMINATION SCORE:	<b>74</b>
HOME PHONE:	<b>(123) 456-7890</b>	EXAMINATION TYPE:	<b>SALESPERSON</b>
BUSINESS PHONE:			

List name as you want it to appear on license: \_\_\_\_\_

**If any pre-printed application information is incorrect, mark it out and clearly print the correct information.**

**Additional Information** (please print):

1. E-mail Address: \_\_\_\_\_ State of Residence: \_\_\_\_\_ Race: \_\_\_\_\_
2. A) Are you a citizen of the United States?  yes  no
- B) If you are not a citizen, you must possess a certification of lawful permanent residence issued by the U.S. Government. Submit a photocopy of your registration certification (green card).

**RELEASE - KNOW ALL MEN BY THESE PRESENTS:**

I, the undersigned, am licensed by or registered with and/or applicant for licensure by or registration with the State of Alabama Real Estate Commission, hereinafter called AREC, which said entity is charged by law with ascertaining that persons engaged in the real estate business are trustworthy, bear a reputation of honesty and truthfulness, and have not been convicted of a felony or any criminal offense involving moral turpitude. The premises considered, I do hereby voluntarily and knowingly expressly waive and relinquish any and all rights, created by or growing from any state or federal law related to or dealing with the right to privacy and/or the confidentiality of any governmental records, files, or information pertaining to me, to which, except for this waiver, I would be entitled. This waiver is specifically intended to protect the Alabama Department of Public Safety, hereinafter called ADPS, and any other governmental entity which may provide information about me to AREC. I hereby expressly authorize ADPS to release and provide to AREC any and all information, records or files pertaining to me and the same shall not be restricted to records which indicate a final conviction of a criminal charge. Finally, in further consideration of the premises, I agree for myself, my heirs, executors, and administrators, that not suit, claim, or legal action of any kind will ever be brought against any ADPS official or personnel for having provided AREC with any files, records, or data pertaining to me.

Legal Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

3. **Desired License Status** (check one):  Active  Inactive

4. If license will be issued to Active status, complete the following information:

Company Name: \_\_\_\_\_ Company Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_ Company License Number: \_\_\_\_\_



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HOME PHONE: (123) 456-7890
BUSINESS PHONE:

EXAMINATION DATE: 10/15/2009
EXAMINATION RESULTS: PASS
EXAMINATION SCORE: 74
EXAMINATION TYPE: SALESPERSON

If 'Yes' to any of the following questions, give a complete explanation on an additional sheet and attach it to the application. NOTE: Failure to answer each question completely and honestly will result in this application being delayed and/or denied.

- 5. Have you ever been licensed as a real estate salesperson or broker in Alabama? Yes No
6. Have you ever been licensed as a salesperson or broker in any state(s) other than Alabama? Yes No
7. Have you ever had an application for a real estate license rejected in any state within the last two years? Yes No
8. Has a real estate license held by you ever been revoked within the last 2 years? Yes No
9. Have you ever been convicted of or pleaded guilty or nolo contendere to a felony or misdemeanor? Yes No

All Applicants Must Complete. 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.
Signature of Applicant Date

Qualifying Broker Must Complete the Following. I certify that I am the qualifying broker for the above named applicant and that I will be responsible for the applicant's real estate activities.
Printed Name of Qualifying Broker Signature of Qualifying Broker Date

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ABI-46 (Revised 04-15-03)

**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM**

Use the ABI-46 form to request all criminal background checks on individuals.

Detach these instructions before submitting this form with your application.

**SECTION 1.**

Last Name, First Name, Middle Name, and any other names used, including maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted, Telephone (including Area Code).

**Use these codes for race:**

**(A) – Asian**, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

**(B) – Black**, includes Negro, Colored and Afro-American.

**(H) – Hispanic**, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.

**(I) – American Indian**, includes Alaskan native and Eskimo.

**(O) – Other**, includes numeric abbreviated phrases (i.e., 1, 2, 3 etc.), "C", "Unk" and all other phrases not listed.

**(W) – White**, includes Caucasian.

**SECTION 1.A.**

Affidavit must be signed by applicant in order for criminal history check to be processed.

The signature must be notarized **or** witnessed by two individuals.

**SECTION 2.**

Name, complete mailing address, signature & social security number of the person who will **receive** the processed criminal history information and be responsible for its security.

(\*) Required Information



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FOR ABI USE ONLY

**CRIMINAL HISTORY INFORMATION RELEASE FORM**  
**ABI-46** (Revised 04-15-03)

This Form **MUST** be completed and included with your application for an Alabama Real Estate License.

**SECTION 1**

Type or print legibly (\*) Required Information

Last Name\* \_\_\_\_\_ First Name\* \_\_\_\_\_ Middle Name\* \_\_\_\_\_

All other names used\* \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

MM\* DD\* YYYY\* \_\_\_\_\_ Social Security Number\* \_\_\_\_\_ Race\* \_\_\_\_\_ Sex\* \_\_\_\_\_ Telephone\* \_\_\_\_\_  
[Date of Birth]



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 SEX: **MALE**  
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 BUSINESS PHONE:

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**SECTION 1.A.  
 AFFIDAVIT FOR RELEASE OF INFORMATION**

Type or print legibly.  
 (\*) Required Information

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Applicant\*

\_\_\_\_\_  
 Name of Witness (1)

\_\_\_\_\_  
 Name of Witness (2)

\_\_\_\_\_  
 Address of Witness

\_\_\_\_\_  
 Address of Witness

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 City State Zip Code

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Notary Public My Commission Expires \_\_\_\_\_, 20\_\_\_\_

**[For AREC USE ONLY]  
 SECTION 2**

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history information to,

Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106  
 Name & Address of Requesting Agency, Applicant or Authorized Agent\*

\_\_\_\_\_  
 Signature On File  
 Signature & Social Security Number of Applicant or Person to receive results\* \_\_\_\_\_ Date \_\_\_\_\_