



## Real Estate Instructions for Reciprocal State Applicants

### Requirements:

- **Written Examination:** An applicant must have passed a national uniform written examination in the Reciprocal State at the time of obtaining their license.
- **Active License:** An applicant must have an active license in good standing within the Reciprocal State.
- **Certification of License History:** A Certification of License History is required from the licensing authority in every state in which you currently hold or have held a real estate license. The reciprocal state must confirm you took an examination in that state.
- **Salespersons:** Must be sponsored by a broker within the Reciprocal State at the time of application. Sponsoring Broker must have an "Active" Connecticut license.
- Please be sure you have read and understood all licensing requirements, rules and regulations available on our website at [www.ct.gov/dcp](http://www.ct.gov/dcp) prior to submitting your application.

### Fees:

- **Salesperson: \$385.00** (\$80 application fee; \$285 initial license fee; \$20 guaranty fund fee)
- **Broker: \$705.00** (\$120 application fee; \$565 initial license fee; \$20 guaranty fund fee)

A check or money order in the amount indicated above made payable to "**Treasurer, State of Connecticut**" must accompany the application. Application fees are non-refundable.

### Examination:

All applicants applying by reciprocity from the following states: Florida, Illinois, Indiana and Ohio are required to take the State portion of the Connecticut Real Estate Examination administered by PSI.

- After the application is reviewed and approved, you will receive an Examination Eligibility Postcard from PSI Examination Services with instructions to register and schedule the examination. PSI can be contacted at 1-800-733-9267 or [www.psiexams.com](http://www.psiexams.com).

### Legal Entities:

Once you have qualified for a Broker's license, you may obtain a license in your individual name or the name of the legal entity. Please refer to the legal entity application on our web site at [www.ct.gov/dcp](http://www.ct.gov/dcp) for information and instructions.

→ **Return your completed application, documentation, and applicable fee to:**

**Department of Consumer Protection  
License Services Division  
165 Capitol Avenue  
Hartford, CT 06106**

RE Rec Rev 12/14

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
LICENSE SERVICES DIVISION**

165 Capitol Avenue

Hartford, CT 06106

Email: [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov)Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)

### **Real Estate Application for Reciprocal State Applicants**

Please check (✓) the license type you are applying for:  **Salesperson: \$385.00**  **Broker: \$705.00**

#### **Section I: Applicant Information**

First Name		Middle Initial	Last Name	
Street Address		City		State
				Zip Code
Telephone Number	Email Address		Social Security Number	Date of Birth

The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to CGS17b-137a. If you choose not to disclose your Social Security Number, your application may not be processed.

#### **Section II: Professional History**

<p>Have you ever held or do you currently hold a real estate license in any other State or D.C.? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p>If yes: list all states, license numbers and type of license: _____</p> <p>_____</p> <p><i>Attach an original " Certification of License History" you received <u>directly</u> from each state in which you have or had a real estate license</i></p>
<p>Have you ever been convicted of a felony crime or been convicted of a crime including, but not limited to, forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><i>If yes, attach a statement providing the date(s) and nature of conviction(s), where the cases were decided, and a description of the circumstances.</i></p>
<p>Have you ever had a real estate license refused, suspended or revoked in any State? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <i>If yes, attach a statement regarding the details.</i></p>
<p>Has a complaint ever been filed against you with any state licensing authority? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <i>If yes, attach a statement regarding the details.</i></p>
<p>Do you agree to return immediately any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p>

#### **Section III: Consent for Service for all Non CT Residents**

<p>The undersigned _____ county of _____</p> <p style="text-align: center;"><small>Printed Name of Applicant</small></p> <p>State of _____ I, applicant hereby file irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut, in accordance with Connecticut General Statutes, Section 20-317(b).</p> <p>_____</p> <p><i>Signature of Applicant</i> <span style="float: right;">_____</span> <i>Date</i></p>
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