STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102
(702) 486-4033 / Licensing@red.nv.gov / http://red.nv.gov/

REAL ESTATE LICENSE APPLICATION CHECKLIST AND APPLICATION FOR REINSTATEMENT

☐ **APPLICATION AND FEES:** Licensees may apply with a completed reinstatement Form 544. Payment options are checks or money order payable to the Nevada Real Estate Division or NRED, cash in exact change, and credit card for in person transactions.

$20 - Reinstatement fee for license that was voluntarily inactivated; or
$30 - Reinstatement fee for license which was involuntarily inactivated for failure to give written notice (Form 506).
$20 - Change of employer or a change of brokerage company information.
$20 - Reinstatement fee for Property Management permit if applicable.
$20 - Reinstatement fee for Business Broker permit if applicable.

RENEWAL FEES: (These fees are additional to the reinstatement fees if applicant is due for renewal.)

SALESPERSON:	Within renewal date	$195.00
	Within one-year past renewal date	$270.00
BROKER OR BROKER-SALESPERSON:	Within renewal date	$235.00
	Within one-year past renewal date	$330.00

☐ **FINGERPRINT BACKGROUND WAIVER:** Your fingerprint background waiver must be completed, signed and dated *prior to* obtaining your fingerprints.

☐ **FINGERPRINTS:** Fingerprints are required if licensee has been inactive for over 1 year. Attach verification of prints taken electronically by an approved vendor. The approved vendor list is located on the NRED website, see Form 619. Fingerprints expire after six (2) months.

☐ **EXAM:** For licensees that have a "renewed/inactive" status for 24 months (2 years) or more, only the state exam must be taken. Reinstatement applicants must register and pay for the exam on the Real Estate Division's website: https://red.nv.gov/Content/Licensing/Testing/. For exam scheduling, contact Pearson testing service: http://www.pearsonvue.com/nv/realestate/, or call: (888) 248-8055.)

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☐ **EDUCATION:** Provide a copy of the course certificate(s) meeting the education requirement for the reinstatement of a license which has been placed on inactive status. All education must be attached to your 544 form. Copies of education certificates are accepted.

Qualifications are as follows:

1-Year Initial License Only:

(1) Thirty **(30) hour Post-Licensing** course required when a license reinstates **within** the ***first year of licensure***.

***Continuing education in lieu of post-licensing education*:** Licensees that held a Nevada Real Estate license within the last five years or held a current out-of-State Real Estate license upon initial application, must complete thirty-six (36) hours of continuing education courses.

***Salesperson*:** 36 hours total consisting of 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours risk reduction, 6 hours of contracts and 18 general hours.

***Broker and Broker-salesperson*:** 36 hours total consisting of 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours risk reduction, 6 hours of contracts 6 hours of Broker management and 12 general hours.

(2) Sixty-Six **(66) hours** if the license was on inactive status for a period of ***more than 2 years***, part of which was *during the initial license period*. Provide proof of a 30-hour post-licensing course and 36 hours of continuing education.

***Salesperson*:** 36 hours total consisting of 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours risk reduction, 6 hours of contracts and 18 general hours.

***Broker and Broker-salesperson*:** 36 hours total consisting of 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours risk reduction, 6 hours of contracts 6 hours of Broker management and 12 general hours.

Subsequent:

(3) Thirty-Six **(36) hours** if the license was on inactive status for a period of *30 days or longer*, *no part* of which was *during the initial license period*.

Salesperson: 36 hours total consisting of 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours risk reduction, 6 hours of contracts and 18 general hours.

Broker and Broker-salesperson: 36 hours total consisting of 3 hours of law, 3 hours of ethics, 3 hours of agency, 3 hours risk reduction, 6 hours of contracts 6 hours of Broker management and 12 general hours.

PERMIT HOLDERS: Business Broker permit holders must include the 3 hours of business broker CE; Property Management permit holders must include 9 hours of property management CE.

At least 50 percent of the total hours of required continuing education must be taken through live instruction.

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BROKERS ONLY

In addition to the requirements listed on the previous page, brokers must submit the following:

☐ **BROKER EXPERIENCE:** Must provide proof of 2 years active full-time real estate licensed experience within the last 4 years pursuant to NRS 645.330. Unless you were licensed as a Real Estate broker, you must attach a completed experience verification Form 509. Out-of-state licensed experience must attach a certified license history dated within 90 days of this application.

☐ **BROKER LOCATION OF RECORDS:** Broker applicants only must attach a completed Form 512.

☐ **BROKER BUSINESS:** Brokers must register their business name with a Nevada county or Nevada Secretary of State. Please submit proof of registration. See Form 508 for details.

☐ **BROKER FINANCIALS:** Broker must submit Form 558 and credit report for approval prior to application for reinstatement if he/she has been inactive for more than 12 months.

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APPLICATION FOR REINSTATEMENT

- Please complete and submit pages 3 through 6 to the Nevada Real Estate division in person or by mail.
- Attach supporting documents that meet the reinstatement requirements listed in the previous check list.

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1. LICENSEE **Date:** _____

License Number: _____ **PM Number:** _____ **BUSB Number:** _____

Name of Licensee: _____

Home Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Mailing Address (if different)**:** _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email Address:** _____

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2. BUSINESS

Brokerage Name: _____

Business Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business Phone: _____ **Business Email Address:** _____

BROKER DECLARATION:

I hereby certify that I am the Nevada Real Estate broker or authorized and registered as the Broker Salesperson-Office Manager of the Brokerage or Broker Salesperson-Sales Manager for the Owner/Developer company named herein. By signing below, I, declare upon receiving the above-named applicant's license, will exercise careful supervision over his/her real estate activities while he/she is associated with or employed by me. (NRS 645.600).

Print Name: _____ **License Number:** _____

Signature: _____

License number and signature of Broker *or* Broker Salesperson-Sales Manager *or* Broker Salesman-Office Manager.

3. CRIMINAL AND OTHER BACKGROUND HISTORY: If your answer is YES to any of the following questions, attach the order as a result of the proceedings. In addition, and on an attached sheet, hand write or type full details, including the administrative agency, court, and title of the proceeding, disposition and any other pertinent information. Make certain you sign and date the written explanation. (see NRS 645.330)

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? ☐ Yes ☐ No

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? ☐ Yes ☐ No

c. Has an application for any type of license been denied? ☐ Yes ☐ No

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? ☐ Yes ☐ No

e. Have you ***ever*** been convicted of a felony, gross misdemeanor, or misdemeanor? ☐ Yes ☐ No

f. 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? ☐ Yes ☐ No

g. Are you presently on parole or probation or paying any restitution? ☐ Yes ☐ No

h. Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge. ☐ Yes ☐ No

Date of Discharge: _____

4. CHILD SUPPORT: Pursuant to NRS 645.358, the following statement must be answered and signed.

☐ 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.

5. APPLICANT DECLARATION AND SIGNATURE:

I declare under penalty of perjury that the answers contained in this application are true and correct. (NRS 53.045)

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.

I further certify 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.

I, by signing this application, 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.

Applicant Name (Please Print): _____ **Applicant Signature:** _____

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REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE
Pursuant to NRS 353C.1965

All applicants MUST complete this section. Please select ONE option.

☐ I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: _____

☐ I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.

☐ I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: http://nvsos.gov

ARE YOU A VETERAN? YES ☐ NO ☐

Nevada Department of
Public Safety
Fingerprint Background Waiver

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice 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. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

1. You must be notified by **Nevada Real Estate Division** (*name of requesting agency)* that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. 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.

3. 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 and/or the Central Repository for Nevada Records of Criminal History 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.

4. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI and/or Central Repository for Nevada Records of Criminal History, 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.

5. If you have a criminal history record, you should be afforded a reasonable amount to 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 FBI criminal history record. The procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at, 28 CFR 16.34 provides for the proper procedure to do so.

Applicant:

_____ _____
Initial *Date*

6. 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 and https://www.edo.cjis.gov .

7. 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 by submitting a request via https://www.edo.cjis.gov . 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.)

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

9. I hereby authorize **Nevada Real Estate Division** *(name of requesting agency)*, to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

10. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
PLEASE PRINT Last Name First Name Middle

Applicant's Signature: _____

Date: _____

Agency Account #: **880131**

Agency Representative: _____
PLEASE PRINT Last Name First Name Middle

Agency Representative Signature: _____

Date: _____