

## Real Estate Instructions for Non-Reciprocal State Applicants

### Requirements:

- **Active License:** Applicants must have an active real estate license in good standing in another state.
- **Examinations:** Applicants must have passed a national uniform real estate licensing examination in the reciprocal state at the time of obtaining their license.
  - All non-reciprocal applicants are required to take the state portion of the Connecticut Real Estate Licensing Examination administered by PSI.
  - After the application is reviewed and approved by this office, you will receive instructions to register and schedule the examination.
- **Certified License History/License Verification:** A certified license history/license verification letter generated by the licensing authority in every state in which you currently hold or held a real estate license must accompany your application.
- **Salespersons:** Your supervising broker must have an active Connecticut license. Supervising broker information is *not* required to take the examination.
- Please be sure you have read and understood all licensing requirements, rules, and regulations available on our website, [www.ct.gov/dcp](http://www.ct.gov/dcp) prior to submitting your application.

### Application Fee:

- A check or money order in the amount indicated below made payable to “*Treasurer, State of Connecticut*” must accompany the application. Application fees are non-refundable.
  - **Salesperson: \$80.00**
  - **Broker: \$120.00**

The initial license fee and guaranty fund fee will be required after the successful completion of the examination.

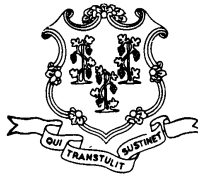
### Broker Business Entities:

If you intend to do business in CT under the name of a business entity you must obtain a broker license in the name of that entity. Follow these application procedures first; then AFTER you have passed the CT Broker Licensing Examination, go to [www.ct.gov/dcp](http://www.ct.gov/dcp) and download the Business Entity Application and submit with initial license fee and CT broker examination score report.

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

Department of Consumer Protection  
License Services Division  
450 Columbus Blvd, Ste. 801  
Hartford, CT 06103

**STATE OF CONNECTICUT**  
**DEPARTMENT OF CONSUMER PROTECTION**  
 License Services Division  
 450 Columbus Blvd, Ste. 801  
 Hartford, CT 06103  
 Email: [dcp.licenservices@ct.gov](mailto:dcp.licenservices@ct.gov)  
 Website: [www.ct.gov/dcp](http://www.ct.gov/dcp)



For Official Use Only

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

Please check (✓) the license type you are applying for: ☐ **Salesperson: \$80.00** ☐ **Broker: \$120.00**

### **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
Mailing Address (if different from above)		City	State	Zip Code

1. Do you currently hold a real estate license in any other State or D.C.? ☐ **YES** ☐ **NO** List all states, license numbers and type of license: \_\_\_\_\_  
*Attach to this application the certified license history/verification letter generated by each state you have or had a real estate license.*

2. 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? ☐ **YES** ☐ **NO** 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.

3. Have you had a real estate license refused, suspended, revoked, or had a complaint filed against you in any State? ☐ **YES** ☐ **NO**  
 If Yes, attach a statement providing the state(s) and the details regarding the type of action taken or nature of complaint.

4. Do you agree to immediately return any license, when required by the CT Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? ☐ **YES** ☐ **NO**

\*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to CGS17b-137a.

### **Section II: Consent for Service for all Non-CT Residents**

The undersigned \_\_\_\_\_ county of \_\_\_\_\_  
 (Applicant's Printed Name)

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).

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

\_\_\_\_\_  
 Date

### **Section III: Attestation- All Applicants**

I, being duly sworn according to law, hereby affirm that the answers given in this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a real estate license.

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

\_\_\_\_\_  
 Date