



NORTH CAROLINA REAL ESTATE COMMISSION
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 Website: www.ncrec.gov

FOR COMMISSION USE	
PC _____	LC _____
Date _____	
I.S. _____	
Order ID _____	

REQUEST TO REISSUE REAL ESTATE LICENSE CERTIFICATE AND/OR POCKET CARD

Instructions

The Real Estate Commission can issue a real estate license certificate and/or pocket card only if the original license or card has been lost, damaged, or was never received, or if the name of the licensee has been legally changed (either by reason of marriage or otherwise). To have a real estate license and/or pocket card reissued, please provide the following information. Your License will be issued in your First Name, Middle Name, and Last Name. Forms not properly completed cannot be processed. **(All fees are nonrefundable.)**

I hereby certify to the North Carolina Real Estate Commission that [check appropriate option(s)]:

- My real estate license pocket card has been lost or damaged, and I request a paper replacement. (\$5 fee required). *
- My real estate license certificate has been lost or damaged, and I request a replacement (\$5 fee required).
- My real estate license pocket card was never received, and I request a paper replacement. (Only select this option if your request is within 45 days of license issuance or renewal/reinstatement). *
- My real estate license certificate was never received, and I request a replacement (Only select this option if your request is within 45 days of license issuance).

*Please note that you may view/download/print your digital pocket card for no charge by logging into your license record.

My name was legally changed on (date) _____

from: _____
(First) (Middle) (Last)

to: _____
(First) (Middle) (Last)

By reason of: _____ and I, therefore, request that my real estate license be reissued accordingly.

Please send my an updated license certificate (\$5 fee required). I will download an updated digital pocket card (at no charge) once my name change has been processed.

Please send my an updated license certificate (\$5 fee required) and an updated paper pocket card (\$5 fee required).

Note: **Include a copy of the legal document showing name change**

Licensee Name: _____ License Number: _____

Physical Address _____
(Address) (City) (State) (Zip)

Mailing Address _____
(Address) (City) (State) (Zip)

Please check here if this is a new residence address

Public Phone _____ Private Phone _____

Public Email _____ Private Email _____

Signature _____ Date _____