



NORTH CAROLINA REAL ESTATE COMMISSION  
P.O. Box 17100 • Raleigh, NC 27619  
919.875.3700 • [educ@nrec.gov](mailto:educ@nrec.gov)

## APPLICATION FOR REAL ESTATE LICENSE

READ CAREFULLY all instructions in this application and the Commission's *Real Estate Licensing in North Carolina (RELINC)* booklet, which provides a detailed explanation of all application and licensing policies and procedures. *RELINC* is available on the Commission's website at [www.nrec.gov](http://www.nrec.gov) or you may request that a paper copy be mailed to you.

ALL APPLICANTS ARE ENCOURAGED TO USE THE ONLINE APPLICATION SYSTEM, as electronic applications are received and processed more quickly than paper applications. If you choose to submit a paper application, please allow 8-10 business days for processing.

### Required Application Attachments

- **Application Fee.** (Non-refundable)  
Examination Application Fee: \$30.00 | Reinstatement Application Fee: \$55.00  
Fee must be paid by a cashier's check, certified check or money order payable to the North Carolina Real Estate Commission. The Commission does not accept personal checks, company checks or cash for this fee.
- **Course Completion Certificate(s) or documentation of other qualifications.** As required for Item #12.
- **Criminal Record Report** as described on page 4 of this application.
- **Explanatory Information for Items 16, 17 and 18** if you answered "Yes" to any of these items.
- **Certification of Licensure in Another State/Jurisdiction.**  
If you have held a license in another state within the past five (5) years, you must provide an official certification of licensure from each appropriate state real estate licensing agency. The certification must have been issued within the previous six months and must indicate the license (and status) history and any disciplinary action taken or complaints pending against the applicant. A copy of the applicant's real estate license certificate or pocket identification card is not acceptable.
- **Nonresident Supplement to the Application for Real Estate License (form REC 1.45)** if you are a legal resident of another state. The form is available on the Commission's website ([www.nrec.gov](http://www.nrec.gov)) under Licensing.

**APPLICATION**

1. Application FOR: (Select ONE)

License by EXAMINATION to be a NC Provisional Broker

License by EXAMINATION to be a NC Broker (Limited to applicants with a BROKER license in another state or jurisdiction.)

REINSTATEMENT of a License Expired, Revoked, Cancelled, or Surrendered License for More Than Six Months

2. Full Legal Name

Title: Mr. Ms.

First Name: \_\_\_\_\_

Full Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Suffix (if any): \_\_\_\_\_

3. Mailing Address

PO Box or Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Nine-Digit Zip: \_\_\_\_\_

4. Legal Residence Street Address (If same as Mailing Address, leave blank.)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

9-digit Zip: \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_

7. Phone: \_\_\_\_\_

8. Email Address: \_\_\_\_\_

9. **Examination Applicants Only.** Please provide the following information from your N.C. prelicense course completion certificate:

School Code	Instructor Code	Prelicense Course Completion Date
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

10. Is this your first time taking the NC license examination?      Yes      No

Application is NOT a Public Record. NOGS 93A-4(b2) provides that the information contained in your application is not subject to the Public Records Act unless admitted as evidence in a hearing. The Commission will use your email and fax information to communicate with you. You may, upon licensure, provide the Commission with email and fax information you wish to share with others such as continuing education providers.

(12) **Examination Applicants Only** NC Prelicense Course Licensure in Another State  
 (Indicate basis for qualifying.) Prelicense Course in Another State Equivalent Education/Experience

(13) **License History:** Have you ever held a real estate license in N.C. or elsewhere? | **Yes** | **No** If yes, provide details.

State	License No.	From Mo/Yr	To Mo/Yr	State	License No.	From Mo/Yr	To Mo/Yr
<b>Salesperson:</b>				<b>Broker:</b>			

(14) **Places of Residence:** List **all** residence addresses during the **past seven (7) years. List present address first.** (Enclose additional sheet if needed.)

	Street Address or Highway Number	City	County	State	From Mo/Yr	To Mo/Yr
1.						
2.						
3.						

(15) **Employment History:** Are you currently employed? **Yes** **No**  
 Describe **all** employment during the **past three (3) years, including self-employment or work as an independent contractor. List present employment first.** (Enclose additional sheet if needed. Indicate "NONE" for any period you were not employed.)

	Name of Company	Street Address or Highway Number	City	State	Phone
1.					( )
	Position	Duties	From Mo/Yr	To Mo/Yr	
2.	Name of Company	Street Address or Highway Number	City	State	Phone
	Position	Duties	From Mo/Yr	To Mo/Yr	

If the Answer to Question 16, 17 or 18 is "Yes," You Should Also Read "Application Procedures For Applicants with Character Issues" on Page 4 of this Application.

**YES NO**

(16) **Criminal Offenses:** Have you **ever** been convicted of any **criminal offense (felony or misdemeanor)** or is there any **criminal charge now pending** against you? (You must report all offenses for **driving while impaired** and other traffic offenses classified as "criminal traffic" — exclude only minor traffic "infractions.") [If "YES," submit a *detailed written explanation in your own words* describing the circumstances for each offense/pending charge. Also submit a copy of the court judgment for any conviction (or arrest warrant or bill of indictment for any pending charge) not shown on your criminal record report.].....

(17) **Professional License Disciplinary Action:** Have you **ever** been denied a real estate or other professional license or been disciplined by an occupational licensing agency (license suspended, revoked, surrendered, reprimanded, etc.) in N.C. or elsewhere; or are there currently any complaints pending against you in connection with any professional license that you hold? [If "YES," submit a *detailed written explanation in your own words* and a copy of the licensing agency's order if applicable.].....

(18) **Liens or Judgments:** Are there any **liens or unpaid judgments** now outstanding against you due to your failure to pay a debt? [If "YES," submit a *detailed written explanation in your own words* of the circumstances and your efforts to pay, as well as the name of the judgment creditor or lien holder (i.e., the party you owe), the amount and date of the judgment or lien, and the current balance.].....

(19) Have you filed another license application with the Real Estate Commission within the past six months? |

In making this application to the North Carolina Real Estate Commission for a real estate license under the provisions of Chapter 93A of the General Statutes of North Carolina and the Rules of the Real Estate Commission, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny a license after examination or to withhold renewal of or suspend or revoke a license issued by the Commission. I swear (or affirm) that I am a United States citizen, a non-citizen national, or a qualified alien under federal law. I authorize the North Carolina Real Estate Commission to obtain or receive from any consumer reporting agency, as defined by the Fair Credit Reporting Act, any criminal history information and any consumer credit information pertaining to me in public or private record sources.

(20) **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# APPLICATION INSTRUCTIONS

*(continued from page 1)*

## Legal Name

Enter in Item 2 your true legal name, including full first and middle names. Include on the line with your last name any applicable suffix (JR, III, etc.). Do **not** enter a nickname or initial. Your legal name is the name you were given at birth or have subsequently acquired through marriage, court order or adoption. Typically, it should also be the name that appears on your driver license (with the possible exception of a middle initial on your driver license instead of your full middle name). If your current legal first and last names do not appear on your driver license, you should have your driver license reissued in your current legal name to avoid identification problems when you appear for your real estate license examination.

## Criminal Record Report Requirement

*You must obtain a criminal record report from the agency listed below and submit such report with your application. A report prepared by CRC **within the previous six months** is the only report acceptable to the Commission.*

### **CriminalRecordCheck.com (CRC)**

**Web site: [www.ncreccheck.com](http://www.ncreccheck.com)**

**Email: [licensing@mycrc.com](mailto:licensing@mycrc.com)**

**Telephone (toll free): 877-272-0266 Ext 2651**

**Telephone (direct): 919-459-2651**

CRC will collect from the applicant all personal information necessary to conduct a search of criminal records in the state and/or county of each different place of residence during the past seven years and the searches will be conducted for each different name used by the applicant. *The company's report will show all felony and misdemeanor convictions (including most serious traffic convictions) on record for an applicant, not just those that occurred in the past seven years.* CRC is authorized to charge a separate fee for (1) collecting and verifying personal data, (2) each state or county record searched and (3) each additional name for which a search is conducted. Thus, the cost of obtaining the criminal record report will vary depending on the number of different places you have resided during the past seven years and the number of different names used by the applicant.

## Basic Qualification Requirements and Documentation

It is very important that you read carefully the section in the *Real Estate Licensing in North Carolina* booklet about basic qualification requirements/options and documentation

in order to determine if you are qualified and to avoid problems with inadequate documentation of qualifications.

## License Issuance Procedures After Examination Is Passed

Please allow seven days for receipt of your license after you have passed the license examination. If there are "character issues" connected with your application, see the below instruction regarding such applications.

## Application Procedures for Applicants with Character Issues

An applicant is considered to have a "character issue" requiring special consideration anytime the applicant either: (1) Has a criminal record report showing a criminal conviction; (2) has answered (or should have answered) "Yes" to any of Items 16, 17 or 18 on the application form; or (3) has any other past experience that may reflect adversely on his/her character.

Any "character issue" for an applicant is only considered **after** the applicant has passed the license examination or otherwise satisfied all license qualifications other than that of demonstrating good character. At that point, an application involving a character issue is evaluated by the Commission's Executive Director and License Application Analyst and, if necessary, the Commission itself at its next monthly meeting, and the applicant is then notified in writing of the Commission's decision.

*If you have a "character issue" in connection with your application, you should be aware of this at the time you file your application and should allow the Commission 45 days after passing the license examination to complete its evaluation before inquiring about the status of your application.* An inquiry may be made by the Commission to obtain additional information about your character. This may include further search of criminal and civil records and/or a credit report. The Commission also may request additional information from you and may require you to furnish fingerprints for the purpose of retrieving additional criminal history information.

## Reinstatement Applicants

You must read the appropriate section on "License Reinstatement" in the *Real Estate Licensing in NC* booklet and submit all applicable required enclosures listed on page 1 of the application.