



**APPLICATION FOR LICENSE FOR REAL ESTATE SALESPERSON**  
**NORTH DAKOTA REAL ESTATE COMMISSION**  
 P.O. BOX 727  
 BISMARCK, NORTH DAKOTA 58502-0727  
 SFN 12163 (03/15)

FOR OFFICIAL USE ONLY	
FBI Report Received	_____
Date Granted	_____
Test Code	_____
License Mailed	_____
License No	_____
Receipt No	_____

DIRECTIONS FOR NORTH DAKOTA RESIDENT SALESPERSON LICENSE	DIRECTIONS FOR NON-RESIDENT SALESPERSON LICENSE	DIRECTIONS FOR RECIPROCAL SALESPERSON LICENSE
<p>The total fees of <b>\$108</b> can be paid in one check <i>payable</i> to the NDREC.</p> <ol style="list-style-type: none"> <li>Application must be legibly printed or typed and personally prepared by applicant. <u>Every question must be answered</u> or the application will be returned for completion.</li> <li>Non-refundable application fee of <b>\$100</b> payable to the North Dakota Real Estate Commission must accompany application.</li> <li>Submit Credit Report fee of <b>\$8</b> payable to North Dakota Real Estate Commission.</li> <li>Submit Personal Authorization for Criminal Record Inquiry form.</li> </ol>	<p>The total fees of <b>\$108</b> can be paid in one check <i>payable</i> to the NDREC.</p> <ol style="list-style-type: none"> <li>Application must be legibly printed or typed and personally prepared by applicant. <u>Every question must be answered</u> or the application will be returned for completion.</li> <li>Non-refundable application fee of <b>\$100</b> payable to the North Dakota Real Estate Commission must accompany application.</li> <li>Submit Credit Report fee of <b>\$8</b> payable to North Dakota Real Estate Commission.</li> <li>Submit Personal Authorization for Criminal Record Inquiry form.</li> <li>Original Certificate of Licensure or History of License from all state(s) in which a license currently is or has been held. The certificate must be dated within 30 days of application.</li> <li>Non-resident applicants must take the state portion of the North Dakota license examination once applicant is approved.</li> </ol>	<p>The total fees of <b>\$128</b> can be paid in one check payable to the NDREC.</p> <ol style="list-style-type: none"> <li>Application must be legibly printed or typed and personally prepared by applicant. <u>Every question must be answered</u> or the application will be returned for completion.</li> <li>Non-refundable application fee of <b>\$100</b> payable to the North Dakota Real Estate Commission must accompany application.</li> <li>Submit Credit Report fee of <b>\$8</b> made payable to North Dakota Real Estate Commission.</li> <li>Submit Personal Authorization for Criminal Record Inquiry form.</li> <li>Real Estate Education, Research &amp; Recovery Fund (Form 12165) along with <b>fee of \$20</b>, unless previously paid.</li> <li>Application to Issue Real Estate License (Form No. 12164).</li> <li>Certificate of Coverage of Errors and Omissions Insurance indicating North Dakota coverage.</li> <li>Original Certificate of Licensure or History of License from all state(s) in which a license currently is or has been held. The certificate must be dated within 30 days of application.</li> </ol>
<p><b>EVERY QUESTION MUST BE ANSWERED OR THE APPLICATION WILL BE RETURNED TO YOU!</b></p>		

In compliance with the provisions of Chapter 43-23, NDCC and Rules and Regulations, I hereby make application for a real estate salesperson license. The statements contained in this application are submitted UNDER OATH. Any applicant who willfully and contrary to such oath shall state or subscribe any material fact which he/she does not believe to be true is guilty of perjury. In addition, registration may be refused, suspended, or revoked if the applicant has filed an application which is incomplete in any material respect or contains any statement which was, in the light of the circumstances under which it was made, false or misleading with respect to any material fact.

Type of License Applied for:  Resident  Non-Resident  Reciprocal Date of Application \_\_\_\_\_

Mr.  Ms.

1. Name of Applicant	First	Full Middle	Last		
2. Resident Address	Street Address	City	County	State	Zip Code +4
Mailing (if different from above)	P.O. Box	City	State	Zip Code +4	

3. Social Security Number    -   -      4. Age  5. Date of Birth    Mo. Day Yr

6. Place of Birth  City  State  7. (a)  Email

7. (b)  Telephone:  Home/Cell:  Business:  Fax:

8. Residence history for the past **5 years**: (Give all addresses where you have resided, accounting for the entire period. Set forth the period of time, giving month and year that you resided at each address. If additional space is needed, attach typewritten or printed schedule.)

Street Address	City	State	From Mo./Yr.	To Mo./Yr.

9. Describe your employment during the past **five years** - **list present employment first** (enclose sheet if needed). Include any periods of unemployment.

1.	Name of Company	Street Address	City	State	Phone
	Position	Duties		From Mo./Yr.	To Mo./Yr.
2.	Name of Company	Street Address	City	State	Phone
	Position	Duties		From Mo./Yr.	To Mo./Yr.
3.	Name of Company	Street Address	City	State	Phone
	Position	Duties		From Mo./Yr.	To Mo./Yr.
4.	Name of Company	Street Address	City	State	Phone
	Position	Duties		From Mo./Yr.	To Mo./Yr.

10. (a) Have you ever had or applied for a license as a real estate broker or salesperson in North Dakota?  YES  NO

(b) What years	(c) Broker	(d) Salesperson

(e) Was your application for a ND license or your ND license ever denied, withdrawn, revoked, or suspended?  YES  NO

Explain fully, giving exact dates, places, parties involved, and full details. Use a separate sheet of paper and attach to your application.

11. (a) Have you ever applied for or received a real estate salesperson or broker's license in any other state?  YES  NO

If so, list appropriate information below and submit an original license history signed by the licensing agency of the state(s) in which you are/were licensed.

Years	State	Type of License	Firm Name in which License was issued

(b) Was your application or license in any of the above states ever denied, withdrawn, revoked or suspended?  YES  NO

(c) If "yes"

Explain fully, giving exact dates, places, parties involved and full details. Use a separate sheet of paper and attach to application.

12. (a) Have you ever been issued any type of license other than real estate (insurance, securities, architect, law, CPA, etc.) by a state or public authority in North Dakota or any other state?  YES  NO  
 If "yes", list appropriate information below.

Name of State	Type of License	License Number	When Issued?

- (b) Have any of the above licenses issued by a state or public authority ever been denied, suspended or revoked?  YES  NO  
 If "yes", attach a supplementary statement of the facts causing action.
13. Have you ever been engaged in litigation, either as a plaintiff or defendant, involving the sale or purchase of real estate or the payment of a commission during the past five years, or are you now engaged in such litigation?  YES  NO  
 If "yes", give full details including date and name of court.
14. Have there ever been any legal or administrative proceedings commenced in which you were involved as a party in which fraud, misrepresentation, or improper practice was charged against you?  YES  NO  
 If "yes", give full details including date and name of court.
15. Have you ever been charged with, arrested for, or convicted of a felony?  YES  NO  
 If "yes", give full details including date and name of court.
16. Have you ever been a party defendant in any misdemeanor proceedings? (Do not include traffic violations)  YES  NO  
 If "yes", give full details including date and name of court.
17. Have you ever been convicted of, plead guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud, or other like offenses?  YES  NO  
 If "yes", give full details including date and name of court.
18. Have you ever been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this state or any other state of the United States, whether or not sentence was imposed?  YES  NO  
 If "yes", provide the date, offense, court location, and case number.
19. Are you now under arrest for a criminal offense or are any criminal charges pending against you?  YES  NO  
 If "yes", state where, giving exact date and full details on separate sheet.
20. Are you currently on probation for any of the criminal offenses listed above?  YES  NO  
 If "yes", provide the date, offense, court location, case number, and duration of probation.
21. Do you have any unpaid court judgments, mechanics liens or Federal or State tax liens against you in North Dakota or elsewhere?  YES  NO  
 If "yes" provide name of creditor, amount, date, current balance, and a complete explanation.
22. Have you ever filed a Petition in Voluntary Bankruptcy, or has an Involuntary Petition in Bankruptcy been filed against you?  YES  NO  
 If "yes," furnish the following: (1) Statement giving date and name of the court; cause or situation creating filing of bankruptcy and amount of money involved (2) a copy of the Final Discharge of Bankruptcy.

23. Do you understand that making a false representation in an application shall be cause for the Commission to take disciplinary action, including suspension or revocation against such licensee pursuant to the License Law?  YES  NO
24. Do you understand that in the event a license is issued to you, you are not entitled to receive compensation as a real estate salesperson from anyone except the broker with whom you are associated?  YES  NO
25. Do you understand that you cannot sell real estate for a fee or commission without first obtaining a real estate salesperson's license from the North Dakota Real Estate Commission?  YES  NO
26. Do you understand that the division of a commission with an unlicensed broker or salesperson is cause for the suspension or revocation of your license?  YES  NO
27. Do you understand that your license certificate must be kept in the custody of your broker, that immediately upon termination of your association with the broker your broker must return your license certificate to the Commission?  YES  NO
28. Do you understand that the fees submitted with this application are non-refundable, that licenses expire on the 31st day of December each year, and that failure to renew your license and to remit the annual fee prior to the renewal deadline date will automatically cancel your license?  YES  NO

### EDUCATION

EDUCATION: (Check only the last year which you fully completed in each education level.)

HIGH SCHOOL	9	10	11	12	Did you graduate?		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Year	Name and Location
COLLEGE	1	2	3	4	5	6	Did you graduate?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
						Year	Name and Location

List all real estate courses of any nature which you have completed or in which you are presently enrolled: (If none, state "None".)

Name of Course	Name of School	Approximate Dates	Duration in Hours

### NOTICE OF RIGHTS CONCERNING BACKGROUND CHECK

By signing this application I hereby authorize the North Dakota Real Estate Commission to access and review the North Dakota and FBI national criminal history records that may pertain to me. I understand that I am able receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I can then freely disclose any such information to whomever I choose. By signing this application, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Real Estate Commission for real estate license issuance purposes.

I understand that, upon request in person and with proper identification, the Real Estate Commission will provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. Information on how to challenge the federal report can be found on [www.FBI.gov](http://www.FBI.gov). To challenge my North Dakota state record, I must contact the North Dakota BCI. I may obtain a prompt determination as to the validity of my challenge before the Real Estate Commission makes a final decision about my status as a real estate licensee. **Upon issuance of the real estate license, background reports are destroyed and no longer available.**

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE EXECUTING THIS APPLICATION**

It is specifically understood by the undersigned applicant that any misrepresentation or false statement or fraud in, or in connection with, this application shall be cause for denial of a license or suspension or revocation of any license that may hereafter be issued and I hereby waive any defense based on a statute of limitations should a hearing be based on irregularities in the application ever be held by the Commission.

By signing this application, I hereby authorize any person or public or private institution having any information relating to my character, business or personal dealings, credit worthiness, or any other items of information which may bear on my qualifications for the issuance of a license, to release such information to the Commission or its duly authorized representatives, and I hereby agree to hold harmless any such person or institution from any liability for the release of such information. The undersigned applicant further authorizes all law enforcement agencies and officials thereof to release to the North Dakota Real Estate Commission any and all criminal history information (national and statewide) pertaining to said applicant.

\_\_\_\_\_  
(Signature of Applicant)

**(APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC, OR OFFICER AUTHORIZED TO ADMINISTER OATHS, THE FOLLOWING AFFIDAVIT)**

**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, being first duly sworn on oath say that I am the applicant above named, that I have personally prepared the foregoing application, and that the same is true to the best of my knowledge and belief.

**Sign Here** \_\_\_\_\_  
(Signature of Applicant)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_

**(AFFIX SEAL)**

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_