



# STATE OF ARIZONA

## DEPARTMENT OF REAL ESTATE

2910 NORTH 44<sup>TH</sup> STREET, SUITE 100 • PHOENIX, ARIZONA 85018  
TELEPHONE (602) 771-7730 • FACSIMILE (602) 468-0562

400 WEST CONGRESS, SUITE 523 • TUCSON, ARIZONA 85701  
TELEPHONE (520) 628-6940 • FACSIMILE (520) 628-6941

### \*\*\*\*\*IMPORTANT INFORMATION REGARDING YOUR LICENSE\*\*\*\*\*

The 2008 Legislature enacted ARS §41-1080 which requires licensing agencies, including the Department of Real Estate (Department), to obtain proof of the license applicant's legal presence in the United States prior to issuing (or renewing) a license. Effective October 1, 2008, the Department may renew your license only after receiving proof of your legal presence in this country.

To ensure the document is received in time for the Department to process your renewal prior to expiration, we **STRONGLY** recommend that you submit this information immediately. This requirement need only be completed once; after the information is entered in the Department's licensing database you will not need to re-submit proof again during future renewals.

#### **Instructions to satisfy this requirement:**

Log onto the Department's Online Licensing System at <https://az.gov/webapp/dre/> and select "Manage My Legal Presence Requirements" on the right side of the screen. **Select the type of document you are providing** from the drop-down menu and **upload the document using the "Browse" button** to negotiate to where the document is stored on your computer. Click on "submit." If you have an email address on file with the Department you will receive an email advising you of whether the document is accepted. **Please insure the document is legible before submitting it.**

Acceptable documents as outlined by the legislation are:

- An Arizona driver's license issued after 1996 *OR* an Arizona non-operating identification license
- A driver license issued by a state that verifies lawful presence in the US
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the US
- A US Certificate of birth abroad
- A US passport
- A foreign passport with a US Visa
- An I-94 form with a photograph
- A US Citizenship and Immigration Services Employment Authorization document or a Refugee Travel document
- A US Certificate of Naturalization
- A US Certificate of Citizenship
- A tribal Certificate of Indian Blood
- A tribal or BIA Affidavit of Birth

If you are unable to submit these documents by uploading them to the Department's website you may send a ***legible copy***, via regular mail (***no faxes***), with a cover letter stating that you are providing the documentation to meet the requirements of ARS §41-1080. The letter should include your ***real estate license number*** and your ***name as it appears on your license***.

If you are a citizen of a foreign country who lives and works outside of the United States, and cannot satisfy these requirements, please contact the Department for more information at [CAT@azre.gov](mailto:CAT@azre.gov).

~ Thank You