



Arizona Department of Real Estate (ADRE)
Licensing Division
www.azre.gov
100 North 15th Avenue, Suite 201, Phoenix, AZ 85007

KATIE HOBBS
GOVERNOR

SUSAN NICOLSON
COMMISSIONER

Pre-License Determination License Predetermination Request Form

The Arizona Department of Real Estate enacted procedures to ensure a more accurate Pre-License Determination decision. Below is the procedure the Department uses to make a determination.

A.R.S. § 41-1093 provides that a person may petition the Department of Real Estate ("Department") for a pre-determination of whether the person's criminal history may disqualify them from obtaining a Real Estate license.

To apply for a Predetermination, the applicant is required to complete the Disciplinary Actions Disclosure ([ADRE Form LI-214/244](#)) and provide all documentation listed on the Disclosure Document Checklist ([ADRE Form LI-400](#)).

As required by the LI-400 and as appropriate, "Certified" documents must be obtained from the court in the City and/or state where the incident was heard and the conviction determined or order issued. A certified copy is a copy of a primary document that has an endorsement or certificate that this is a true copy of the primary document. It is usually affixed with a raised seal or stamp.

The applicant must provide separate detailed written statements for each disclosure and match each statement with the Court documents provided. Please carefully read each item on the LI-400 Checklist.

Submit the complete package as one PDF that includes all convictions to expedite a decision. Incomplete packages will be returned unprocessed as deficient.

At minimum, the completed package must include the:

- [LI-214/244: Disciplinary Action Disclosure Form](#)
- All documentation required by the [LI-400: Disclosure Document Checklist](#)
 - Written statements for each disclosure (include the applicant's full name, address, phone number and email address on at least one of the written statements)
 - Copies of all Certified documents related to the disclosure
 - Copy of the front and back of a Valid Fingerprint Clearance Card from the Arizona Department of Public Safety

If you have questions or to submit the completed package, go to the Department's website at www.azre.gov, access the Message Center under the Contact menu and click on Licensing, click on Disciplinary Actions

This form is available in alternate formats by contacting the Operations Office at 602-771-7760. Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center.

License Predetermination Request Form, Rev 9/2023