

# ONLINE ORIGINAL LICENSE APPLICATION PROCESS

*The Arizona Department of Real Estate (ADRE) is pleased to announce a recent modification to the Licensee Login to enable an online submission of an original individual salesperson or broker license application!*

Below is a summary of the new online process once the candidate has successfully completed the examination:

1. ADRE sends an email notification with the applicant id number and instructions to utilize the Licensee Login. (ADRE acquires the email provided to Pearson VUE for the notification)
2. Applicant logs into the ADRE Licensee Login by selecting "Login for the first time" or "Password Reset" with their applicant number, SSN (last four digits) and birthdate.
  - After logging in, the applicant views a "limited" version of the home page exposing functions and alerts.
  - If any personal information (phone number, home address, and mailing address) is incomplete, an alert advises the applicant that the information must be supplied prior to submitting the original application.
  - After all personal information is supplied, an alert advises that the scanned application may be submitted through the ADRE Licensee Login.

***NOTE: Candidates for a broker's license who hold a current Arizona salesperson license will need to submit application to ADRE via the Message Center, mail or in-person.***

3. A "submit application" is presented with instructions to upload attachment.

**All required documents/forms need to be scanned into one PDF file. System will only allow one file attachment.**

- Original Arizona Salesperson or Broker Application Form;
- Original Arizona Salesperson or Broker Examination Score Report;
- Pre-licensure Education Certificate showing proof of the (90) hours of education attendance;
- Proof of Legal Presence (copy of both sides of card);
- Fingerprint Clearance Card issued by the Arizona Department of Public Safety (copy of both sides of card);
- Disciplinary Actions Disclosure Form (LI-214/244)\*\*
- SALESPERSON:** Contract Writing showing proof of the (6) hours of education attendance **OR**
- BROKER:** Proof of Certificate of Completion for 9 hours Broker Management Clinic, Original Broker Candidate Experience Verification Form (LI-226) and if applicable, out-of-state certified license history.

***\*\*All applicants with YES answers must submit a complete application by mail or in-person along with a Disciplinary Actions Checklist Form (LI-400) and the required original documents.***

4. Applicant is advised, "application is pending ADRE approval" and will be notified by email when the review is completed as followed:

**APPROVED:** ADRE "approves" with a Payment Request sent to applicant;

- Payment is accepted, the licensee now has an inactive license, however, must Hire on with a Designated Broker before practicing real estate.
- Request to "hire-on" to Broker may be done online by new licensee, however, the Designated Broker must accept the "hire on" using the Licensee Login.

**INCOMPLETE:** ADRE "closes-incomplete" with a reason(s) for deficiency and instructions to resubmit a complete application.

**IMPORTANT: Applicants should not submit more than one application, separate from the online system, to avoid duplicate charges.**

Visit the [Licensee Login](#) link to view services available to licensees