CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
REAL ESTATE COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR CHANGE OF RESIDENT OR NONRESIDENT LICENSE
INSTRUCTION SHEET

When to File Application

The terms Resident and Nonresident on Delaware Real Estate licenses refer to your ***place of business****,* ***not personal residence.*** *A Resident license is for a Salesperson or Broker whose place of business is in Delaware. A Nonresident license is for a Salesperson or Broker whose place of business is outside Delaware.*

Complete this application if you

- already hold a Delaware Broker or Salesperson license
- wish to change from *Resident to Nonresident* OR *Nonresident to Resident*.

If you are transferring from one office to another but not changing from Resident to Nonresident or vice versa, use the *License Status Change* form available on www.dpr.delaware.gov.

When to Take Additional Pre-Licensing Hours

If you are applying to change from *Nonresident to Resident*, you must meet Delaware's pre-licensing hours requirement:

- Resident Salesperson – 99-hour Salesperson course
- Resident Broker – 99-hour Salesperson course *plus* 99-hour Broker course

If you do not already have these hours, you must make up the difference by first completing the Delaware law portion of the pre-licensing course, then completing any additional hours from the sales portion of the course. If you apply before completing these hours, your application will not be processed until you have completed them.

How to File Application

☐ Submit completed, signed application form. The releasing Broker and employing Broker must each complete and sign their sections as well.

☐ Enclose processing fee by check or money order made payable to "State of Delaware".

IF you are changing from…	THEN you must *also* submit…
Resident to Nonresident	☐ Your original Delaware Resident license and wallet card ☐ Copy of license from state you are going to ☐ Verification of licensure history from state you are going to
Nonresident to Resident	☐ Copy of license from state you are leaving ☐ Verification of licensure history from state you are leaving ☐ Certificate showing that you have completed additional pre-licensing hours to meet Delaware's requirement (explained above)

☐ If you have never been issued a U.S. Social Security Number (SSN), submit a *Request for Exemption from Social Security Number Requirement*.

- *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 *Del. C.* §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 *Del. C.* §2216) and for other lawful purposes.

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APPLICATION FOR CHANGE OF RESIDENT OR NONRESIDENT LICENSE

TYPE OF APPLICATION

1. Select type of application you are filing (check one):

   ☐ I hold a Nonresident Salesperson license and am applying for a Resident Salesperson license.
   ☐ I hold a Nonresident Broker license and am applying for a Resident Broker license.

   ☐ I hold a Resident Salesperson license and am applying for a Nonresident Salesperson license.
   ☐ I hold a Resident Broker license and am applying for a Nonresident Broker license.

2. Enter your current Delaware license number: _____

IDENTIFYING AND CONTACT INFORMATION

3. Full Name: _____ _____ _____
   Last First Middle

4. Date of Birth (month/day/year): _____ Gender: Male ☐ Female ☐

5. Do you have a U.S. Social Security Numberr? Yes ☐ No ☐ If yes, enter SSN:_____
   If no, submit a *Request for Exemption from Social Security Number Requirement*.

6. ***Personal*** Address: _____

   _____ _____ _____
   City State Zip

7. Phone: _____ 8. Email: _____

NEW OFFICE – ***The name and address of your new office will be the mailing address on your new license.***

9. ***Company Name***: _____

10. ***Mailing*** Address: _____

    _____ _____ _____
    City State Zip

DISCLOSURES

11. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes ☐ No ☐ **If yes, submit an certified copy of your criminal history record.**

12. Have you received any administrative penalties regarding your licensed practice, including but not limited to fines, formal reprimands, license suspensions or revocation (except for revocation for nonpayment of license renewal fees), probationary limitations, or have ever entered into any consent agreements, or surrendered a license voluntarily? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation**.

RELEASING BROKER OF RECORD

This section to be completed and signed by releasing Broker of Record

Broker Name: _____ _____ _____
Last First Middle

Delaware Broker License Number: _____

Company Name: _____

Office Address:_____

_____ _____ _____
City State Zip

I release the above licensee.

Releasing Broker Signature: _____ Date: _____

EMPLOYING BROKER OF RECORD

This section to be completed and signed by new Broker of Record

Broker Name: _____ _____ _____
Last First Middle

Delaware Broker License Number: _____

Company Name: _____

Office Address:_____

_____ _____ _____
City State Zip

I agree to sponsor the above licensee who will be associated with my office when the license is issued.

Employing Broker Signature: _____ Date: _____

If the Commission needs to review your application, the Commission office must receive all of these items no later than 4:30 PM ten full working days before the next meeting date:

- **Completed, signed application form**
- **Fee payment**
- **All required supporting documentation.**

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Board office will attempt to notify you before disposing of an abandoned application.

Please note: When your application is complete, please allow 4-8 weeks to receive your permanent license.

Applicant Signature: _____ Date: _____

APPLICATIONS THAT ARE UNSIGNED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE REJECTED.