



**LICENSING CHECKLIST FOR:
REAL ESTATE SALES AGENT LICENSE**

State of Utah
Department of Commerce
Division of Real Estate

All the following items are required and must be completed in order to obtain the Sales Agent License. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission.

We will contact you for payment. Please provide a contact name and best contact phone number.

Name: _____ Contact #: _____

❖ For Security reasons, please do not provide credit card information on this form.

1. **SALES PERSON APPLICATION** – Original, completed, signed and dated document issued by the Pearson VUE testing center (Sales Person Application - Page 1).
2. **QUALIFYING QUESTIONNAIRE** – Original, signed and dated responses to document issued at the Pearson VUE testing center, and **all supporting documentation requested for any “Yes” answers** (Sales Person Application - Page 2)
3. **UTAH DIVISION OF REAL ESTATE – CONSENT TO BACKGROUND CHECK (4 pages)** – Original, signed and dated document issued at the Pearson VUE testing center.
PLEASE NOTE: Due to COVID-19 concerns, fingerprinting services at the Pearson VUE testing center and the Utah Division of Real Estate are temporarily suspended.
New Real Estate Licensees are being issued “CONDITIONAL LICENSES.”
“CONDITIONAL LICENSEES” will have until September 30, 2020 to be fingerprinted and favorably reviewed, or their licenses will be denied.
4. **CERTIFICATION OF LEGAL PRESENCE** – Original, completed, signed and dated document issued by the Pearson VUE testing center. (A license number is not required for *new* sales agent applications).
5. **CANDIDATE EDUCATION CERTIFYING DOCUMENT** – Original, signed and dated document issued by the real estate school, (this document is only valid for one year and must be submitted within 90 days of passing the exam), or valid education waiver issued by the Division of Real Estate..
6. **NON-REFUNDABLE FEE** - \$157.00 (\$100 application fee, \$12 recovery fund fee, \$40 fingerprint processing fee, and \$5 FBI RAPBACK enrollment fee)

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial.**

Signature of Applicant

Dated Signed