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Lieutenant Governor

State of Utah
Department of Commerce
Division of Real Estate

MARGARET W. BUSSE
Executive Director

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Real Estate Division Director

*****Updated PLEASE READ ALL*****
NOTICE OF REAL ESTATE LICENSE RENEWAL

LICENSE TYPE: Principal Broker **LICENSE EXPIRES** 03/31/2023

LICENSE #: 1234567-PB00 **LICENSE STATUS:** Inactive

CURRENT CONTINUING EDUCATION HOURS COMPLETED 18.00

(Please check your [RELMS](#) account now to make sure this is accurate, that no duplicate courses are reflected and to make sure you meet the requirements as listed in #7, below)

CURRENT HOLD ON LICENSE: No Current Hold

Name and Address on File:

Jane Doe
160 E 300 S
SALT LAKE CITY UT 84111

IMPORTANT RENEWAL INFORMATION

- FINGERPRINTING REQUIREMENTS HAVE RESUMED** - Fingerprinting requirements are subject to change based on COVID-19 conditions. Please refer to the [Division website](#) for current information. For more information on Fingerprinting and Rap Back, please click here: [RAP Back Info](#).
- Electronically sign the **Consent to Background Check** and print fingerprinting instructions. To do this, go to [realestate.utah.gov](#). Find the RAP Back Service icon located in the lower right hand corner on the main page of the Division website. Click the icon to take you to the **RAP Back Enrollment** page. Enter your license number and the last four digits of your social security number. Read, check the box indicating that you have read the form, and click the box to enter your electronic signature. **You will then be given instructions and a list of fingerprint vendors.** Print and take necessary forms with you to a fingerprinting vendor. Processing can take some time, so please do this early in your renewal window. Typical processing times are up to five (5) days for Direct Electronic Transmission and 15-30 days for paper fingerprint cards.
- While your fingerprints are being processed, please review and prepare for items 4-8.
- A licensee cannot simultaneously inactivate and renew their license.** Inactivation of an individual's license can take ten days or more to complete.
- The following information will be needed for renewal:** License number, social security number, driver's license number, and debit or credit card.

6. **All licensees, Active or Inactive, must renew their license online via [RELMS](#) (Real Estate License Management System).** If you do not know your username and password, please click on the "forgot username/password" links to recover them via email. If the recovery process fails, please contact RELMS tech support at 801-983-0275. At the end of the online renewal process you will be able to immediately print out a valid license certificate, which will include a receipt of payment.
7. **Continuing Education Requirements:** For licensees with an ACTIVE status, CE hours must be completed as a prerequisite to renewal. To ensure that CE hours are recorded to your RELMS account prior to your expiration date, our rules state that you must complete CE courses by the 15th day of your expiration month. (You can complete courses after the 15th, but will not be guaranteed that the hours will be recorded to your account in time to renew before your expiration date).

18 total CE hours are required, including:

- 3 Hour Mandatory Course - [Click here for approved courses](#)
- 6 hours of Core Topic Course (minimum) - [Click here for approved courses](#)
- 9 hours of Elective or Core Courses - [Click here for approved courses](#)
- If this is your first active license renewal, you are required to take a 12 hour New Agent Course (this covers your 6 Core Topic hours and 6 of your Elective hours) - [Click here for approved courses](#)

CE hours that have been recorded can be found in your RELMS account under "View CE Courses Completed." The Division does not "manually add" the hours to your account; please contact your education provider if you believe you were not given due credit.

Inactive licensees do not need continuing education to renew their license, but must still complete the online renewal process.

****PLEASE NOTE, IF CE HOURS WERE USED PREVIOUSLY FOR LICENSE ACTIVATION, YOU MAY NOT USE THEM FOR THIS LICENSE RENEWAL****

8. **Review current holds on this license, if applicable:** If you have a hold on your license or your status is on probation, contact the Division of Real Estate at (801) 530-6747 to receive renewal instructions.

Fee Schedule

Effective January 1, 2020 - December 31, 2023

Real Estate			
Brokers (Associate, Branch, Principal)	<u>Renewal (on time)</u>	<u>Late Renewal (within 30 days)</u>	<u>Reinstatement (31 days-12 months)</u>
	\$66	\$116	\$166
Dual Broker	<u>Renewal (on time)</u>	<u>Late Renewal (within 30 days)</u>	<u>Reinstatement (31 days-12 months)</u>
	\$66	\$116	\$166
Sales Agent	<u>Renewal (on time)</u>	<u>Late Renewal (within 30 days)</u>	<u>Reinstatement (31 days-12 months)</u>
	\$60	\$110	\$160