



## **Real Estate Instructions for Reciprocal State Applicants**

### **Requirements:**

- **Written Examination:** An applicant *must* have passed a national uniform written examination in the reciprocal state at the time of obtaining their license.
- **Active License:** An applicant *must* have an active license in good standing within the reciprocal state.
- **Certification of License History:** A certification of license history is required from the licensing authority in *every* state in which you currently hold or have held a real estate license. The reciprocal state must confirm you took an examination in that state.
- **Salespersons:** Your sponsoring broker must have an “Active” Connecticut license.

Please be sure you have read and understood all licensing requirements, rules and regulations available on our website at [www.ct.gov/dcp](http://www.ct.gov/dcp) prior to submitting your application.

### **Fees:**

- **Salesperson: \$385.00** (\$80 application fee\*; \$285 initial license fee; \$20 guaranty fund fee\*)
- **Broker: \$705.00** (\$120 application fee\*; \$565 initial license fee; \$20 guaranty fund fee\*)

A check or money order in the amount indicated above made payable to “**Treasurer, State of Connecticut**” must accompany the application. Application fees are non-refundable.

\**only* the application fee is required at the time of application for those candidates who need to take the State Portion of the CT Real Estate Examination. The Guaranty Fund is a one-time fee. If you paid the Guaranty Fund fee as a salesperson, it's not required for the broker license.

### **Examination:**

All applicants applying by reciprocity from the following states: *Florida, Illinois, Indiana and Ohio* or applicants who have *not* taken an examination in a reciprocal state are required to take the State Portion of the Connecticut Real Estate Examination administered by PSI.

- After the application is reviewed and approved, you will receive an Examination Eligibility Postcard from PSI Examination Services with instructions to register and schedule the examination. PSI can be contacted at 1-800-733-9267 or [www.psiexams.com](http://www.psiexams.com).

### **Legal Entities:**

If you plan to do business as a legal entity you must obtain a broker license in the name of that legal entity. Follow these application procedures first; then AFTER you have passed the CT Real Estate Broker Licensing Exam, go to [www.ct.gov/dcp](http://www.ct.gov/dcp) and download the New Legal Entity Application and submit with initial license fee and your passing CT broker exam score report.

**→ Return your completed application, documentation, and applicable fee to:**

**Department of Consumer Protection  
License Services Division  
450 Columbus Blvd, Ste. 801  
Hartford, CT 06103**

**STATE OF CONNECTICUT**  
**DEPARTMENT OF CONSUMER PROTECTION**  
 LICENSE SERVICES DIVISION  
 450 Columbus Blvd, Ste. 801  
 Hartford, CT 06103  
 Email: [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov)  
 To apply online visit: [www.ct.gov/dcp/apply](http://www.ct.gov/dcp/apply)



For Official Use Only

## Real Estate Application for Reciprocal State Applicants

Please check (✓) the license type you are applying for:

- ☐ **Broker: \$705.00** (\$120.00 if required to take state examination)  
☐ **Salesperson: \$385.00** (\$80.00 if required to take state examination)

### Section I: Applicant Information

First Name		Middle Initial	Last Name	
Residence Address		City	State	Zip Code
Telephone Number	Email Address		Social Security Number*	Date of Birth
Mailing Address (if different from above)		City	State	Zip Code

\*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to CGS17b-137a.

### Section II: Professional History

<p>1. Have you ever held or do you currently hold a real estate license in any other State or D.C.? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, list all states, license numbers and type of license: _____</p> <p><i>Attach an original certification of license history received <u>directly</u> from each state in which you have or had a real estate license</i></p>
<p>2. Have you ever been convicted of a felony crime or been convicted of a crime including, but not limited to, forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a statement providing the date(s) and nature of conviction(s), where the cases were decided, and a description of the circumstances.</p>
<p>3. Have you ever had a real estate license refused, suspended, revoked or had a complaint filed against you in any State? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a statement providing the state(s) and the details regarding the type of action taken or nature of complaint.</p>
<p>4. Do you agree to immediately return any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

### Section III: Consent for Service for all Non CT Residents

<p>The undersigned _____ county of _____</p> <p style="text-align: center;"><i>Printed Name of Applicant</i></p> <p>State of _____ I, applicant hereby file irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut, in accordance with Connecticut General Statutes, Section 20-317(b).</p> <p>_____  <i>Signature of Applicant</i></p> <p>_____  <i>Date</i></p>
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## Section IV: Salesperson Sponsoring Broker Information

➤ Not required prior to taking state licensing examination

THIS SECTION MUST BE COMPLETED BY THE SALESPERSON'S SPONSORING BROKER			
Legal Name of Sponsoring Broker		Broker's Current CT License #	
Sponsoring Broker Street Address	City	State	Zip Code
Sponsoring Broker Email Address		Telephone Number	
<i>I accept the sponsorship for the real estate salesperson listed above.</i>			
Signature of Sponsoring Broker		Date	
Printed Name of Sponsoring Broker			

## Section V: Notarization – All Applicants

I, _____ being duly sworn according to law, hereby affirm that the answers <i>Printed Name of Applicant</i> given in this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a Real Estate license.	
_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
Subscribed and sworn to before me, this _____ day of _____ 20 _____	
_____ <i>Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court</i>	_____ <i>My Commission Expires</i>

**Please be sure you have read and understood all licensing requirements, rules and regulations available on our website at [www.ct.gov/dcp](http://www.ct.gov/dcp) prior to mailing this application.**

➔ **Return your completed application, documentation, and applicable fees to:**

**Department of Consumer Protection  
License Services Division  
450 Columbus Blvd, Ste. 801  
Hartford, CT 06103**