

IMPORTANT INFORMATION FOR COMPLETING APPLICATIONS FOR LICENSURE

PROCESSING DATES

- All real estate licenses expire on May 31 of each even numbered year.
- Applications received by the Commission BEFORE March 1 of an even numbered year will be processed and the applicant will receive a license expiring May 31 of the same even numbered year.
- Applications received by the Commission BETWEEN March 1 and June 1 of an even numbered year will be processed, however, a license will not be issued until the employing broker renews his/her license for the next renewal period. The applicant will then receive a license for the new renewal period.
- DELAYS could occur in the processing of this application if submitted during a license renewal period – between March 1 and June 1 of even numbered years.

FEES

- Application fees are NON-REFUNDABLE regardless of whether a license is issued.
- A \$20.00 processing fee is charged for any returned unpaid check.

NAMES

- If a license was previously issued under a different name or if the applicant's/licensee's name differs on other documents submitted with an application, submit a copy of the legal document evidencing the name change.
- Under the Commission's regulations, licensees may ADVERTISE using a nickname for their FIRST name if that name is registered with the Commission. All legal documents must be signed using the name listed on the license.

SOCIAL SECURITY NUMBERS

- Applicants/licensees must include a social security number on all applications.
- The Federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a), requires the Commission to disclose applicants' and licensees' social security numbers in order to enforce domestic support orders.
- At the request of the Commonwealth's Department of Public Welfare (DPW), the Commission must provide to DPW information prescribed by DPW about the licensee, including the social security number.

CERTIFICATES OF LICENSURE

- If the applicant/licensee holds a license in another state, the Commission must receive a Certificate of Licensure dated within **90 days** of submission to the Commission.
- The Certificate must:
 - Describe any past disciplinary action taken against the applicant/licensee or the refusal or withdrawal of an application by the licensing authority, and
 - List applicant's/licensee's office address and the name of the applicant's/licensee's employer.
- If the Certificate reflects that disciplinary action was taken, the applicant/licensee must also submit all documentation involving the disciplinary action with the application.

CRIMINAL HISTORY RECORDS INFORMATION (CHRI) REPORT

- A CHRI report completed by the State Police in the state where the applicant/licensee resides must be included with the application.
- Any CHRI reports received that are older than 90 days will be returned and the application will not be processed.
- If there is not a STATUS listed on the CHRI report, obtain documentation from the State Police or Court System showing the status of the conviction(s).
- **Out of state applicants**--Applicants from outside of Pennsylvania must contact the State Police in the state of residency to obtain this information.

- **In-state applicants**--(These instructions are subject to change. They were provided to the Commission by the Pennsylvania State Police. Any questions concerning this procedure or results should be directed to the State Police offices as the Commission Office will NOT be able to assist.)
 - On-line Pennsylvania State Police CHRI report: <https://epatch.state.pa.us>
 - After you have completed a request on PATCH (Pennsylvania Access To Criminal History), you will receive a screen that shows a control number (this begins with an R), the name of the person being checked, the date of the request, and either "No Record", "Under Review", "Pending", or "Record". This is **NOT** the form that needs to be submitted.
 - If you have no record, click on the control number and all information entered to obtain this record check will appear on the screen. Click on "Certification Form" near the middle of the screen. Once the Certification Form appears, click on "Print" in the upper right hand corner. This is the form to submit and includes your identifying information (social security number, date of birth, etc.) needed for verification.
 - If a request shows "Pending", check your status periodically using the assigned control number. A pending request normally resolves within a short period of time and usually means a lot of users are accessing this site. If the "Pending" status remains for longer than a couple of days, notify the State Police Help Desk at the number published on their website.
 - If a request shows "Under review", check your status periodically using the assigned control number. For requests under review, the completion time could be up to 3 weeks. If there is NO record, you may print the Certification Form. If you do have a record, your results will be mailed to you at the address entered when the record check was done.
- If you do not have on-line access, you may contact the Pennsylvania State Police to have the form mailed to you:

Pennsylvania State Police Central Repository
1800 Elmerton Ave
Harrisburg, PA 17110-9758
(717) 783-5593

- Please note that it takes approximately two weeks to receive this CHRI report by mail and up to three days to receive it on-line.

CONVICTION DOCUMENTATION

- If the CRHI Report reflects a conviction, the following documentation must be attached to the application for EACH conviction:
 - The conviction summary information provided by the State Police;
 - Certified copies of court documents;
 - Letter from Probation Officer, dated within 90 days, indicating current probationary status/completion date;
 - Police reports;
 - Employment History (resume);
 - Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction;
 - A signed reference letter from the employing broker, on the company letterhead, indicating that the broker is aware of the conviction and is willing to hire the applicant;
 - Two signed and dated character references from individuals who are not related to or residing with the applicant.
- A conviction includes a finding or verdict of guilt, an admission of guilt, a plea of nolo contendere or receiving probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitation Disposition in the disposition of felony charges.

COMPANION APPLICATIONS

If you are applying for:	You may also need to complete:
Initial Salesperson (2101)	Nothing
Initial Broker—corporation or partnership (2106)	<ul style="list-style-type: none"> • 2108C for broker of record and each officer/partner (if currently licensed as a broker) • 2102 for each salesperson who is an officer/partner • 2107/2107REC for initial broker applicants
Initial Broker—sole proprietor (2108B or PARE (provided with examination results))	Nothing
Broker of record for a new corporation (2108C or PARE (provided with examination results))	2106
Broker of record for an existing corporation 2108C	Nothing
Rental Listing Referral Agent Corporation or Partnership	2114B for the manager of record
Broker change of address and/or name	2111 for each branch