

## **HAND DELIVERY OF AN APPLICATION**

When hand-delivering an application, a “Certificate of Licensure” may be requested for an additional fee of \$15.00. This Certificate will act as a temporary license and will allow for the immediate practice of real estate activities. The permanent license is mailed directly to the employing broker’s office to arrive within 10 business days.

**PLEASE NOTE:** The above option is open *only* to applications for an individual who will be employed by an existing company. Any application involving the licensure of a proposed facility – including a change of address for a company that is already licensed – requires an inspection before the application process can be completed. Any application that requires inspection of a facility **WILL NOT BE PROCESSED ON THE SPOT.**

If there is a **felony** or **misdemeanor** on the background check and/or if the applicant has answered “Yes” to the question regarding a **felony** or **misdemeanor** the application *must* be reviewed by the Real Estate Commission at the next available monthly meeting and **WILL NOT BE PROCESSED ON THE SPOT.** All required documents must be provided, regardless of the time elapsed since the incident. Such applications may be dropped off, but will not be processed immediately.

**\*\*Walk-in visitors are welcome from 8:30 a.m.-4:30 p.m. Monday through Friday (excluding holidays). Any application delivered after 4:30 p.m. will be accepted but will not be processed until the next business day.**