



Within this application package you will find the following documents:

1. Application Checklist
2. Instructions for completing the fingerprinting requirement.
3. Requirements document for determining what education and/or examination(s) you will need to complete in order to comply with the pre-licensing qualifications criteria.
4. Instructions on obtaining errors and omissions (E&O) insurance.
5. Independent coverage certification form if using an insurance carrier outside of the state group policy (currently Rice Insurance Services).
6. The Application for Real Estate Broker's license.
 - a. The Addendum to the Application for Real Estate Broker's license (optional).
 - b. Application for New Corporation, Partnership or LLC (optional).



Colorado Real Estate Broker License Application – Application Checklist

Please use the below checklist to ensure proper application submission. The items listed below are items that are required. Incomplete applications will be returned to the applicant for proper completion.

Section 1: Required Items

- Fingerprints have been submitted to the Colorado Bureau of Investigations for processing. (Instructions are included in this packet)
- Proof of successful completion of education requirement (acceptable proof includes an REC-33, an **official** copy of college transcripts and/or certified license history from reciprocal jurisdiction).
- Proof of successful completion of the real estate broker's exam (must have been passed within 1 year prior to submission). You can sign up to take the broker's exam at <http://www.psiexams.com/>.
- Proof of Errors and Omissions (E&O) insurance coverage.
- License Application and application fee (currently \$570, **check or money order made payable to "CREC"** – please note that application fees are **not refundable** in accordance with 12-61-110(2) C.R.S.)

Section 2: Optional Documents

- Addendum to the Application for Real Estate Broker's License (this application is only required for applicants who answered yes to any of the questions in Section 5 of the Real Estate Broker's Application form).
- Application for New Corporation, Partnership or LLC (requires additional fee. Only applicable if applying to be independent or employing broker. See Requirements Grid to confirm qualifications for these license levels.)

You may mail or drop off the application form and any other required documents to the following address:

Colorado Division of Real Estate
1560 Broadway, Ste. 925
Denver, CO 80202

Questions can be directed to Division staff via phone or email, 303.894.2166 or dora_realestate_website@state.co.us.



**NOTICE CONCERNING REQUIREMENTS FOR
REAL ESTATE BROKER & MORTGAGE LOAN
ORIGINATOR LICENSE APPLICANTS**

Date: July 8, 2005

To: Education Providers, License Applicants & Interested Parties

From: The Colorado Division of Real Estate

Please be advised of the following requirements for all real estate broker and mortgage loan originator license candidates:

Who: All candidates wishing to apply for a Colorado real estate broker’s license or mortgage loan originator’s license.

What: Prior to submitting an application for a license, each applicant shall submit a set of fingerprints to the Colorado bureau of investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing records of the Colorado bureau of investigation and the federal bureau of investigation. The applicant shall pay the fee established by the Colorado bureau of investigation for conducting the fingerprint-based criminal history record check to the bureau. Upon completion of the criminal history record check, the bureau shall forward the results to the real estate commission. (12-61-103 (1) (b) (I) & 12-61-903 (2) (a) C.R.S.)

Cost: At the time of this notice, the Colorado Bureau of Investigation (CBI) charges \$39.50 to conduct the criminal history check. The cost is subject to change. Contact the CBI to verify cost. The CBI phone number is 303-239- 4208. The CBI does not accept personal checks. Payment can be made (payable to CBI) by Money Order, Cash, Visa, MasterCard, and Cashier Check. Company checks are also accepted. Most providers of the fingerprinting services will charge a fee (in addition to the fee payable to CBI) that will vary depending on the method used.

Fingerprints and identification information is submitted to the Colorado Bureau of Investigation for the purpose of conducting a state and national criminal history record check. The CBI only conducts the records search; they do not perform the fingerprinting process. You must utilize one of the following methods for the fingerprinting process and communication of information to the CBI:

Method 1: Utilize an **electronic** transfer of fingerprint and identification information sent directly to the Colorado Bureau of Investigation (CBI). The CBI will then communicate the results to the Colorado Real Estate Commission. The providers listed below will collect the CBI fee and transmit the fingerprint data and identification information electronically. This process does not utilize a paper fingerprint card, however when you are asked by the person administrating the process, you will need to know the identification information described below in Item b. of the *Additional Information* section.

- **Arapahoe Community College**, 5900 South Santa Fe Drive, 2nd Floor, Room M-2600, Littleton, Colo. Phone: 303-797-5800. Hours: Monday – Thursday 8:00am – 5:00 pm and Friday 8:00am – 4:00pm. All forms of payment are accepted.
- **PSI (Psychological Services Incorporated)** at the following PSI facilities

DENVER AREA 12150 E Briarwood, Ste 125 Centennial, CO 80112	PUEBLO 803 West 4th Street, #803S Pueblo, CO 81003	GRAND JUNCTION 743 Horizon Court, #342 Grand Junction, CO 81506
DURANGO 799 East 3rd Street Durango, CO 81301	FORT COLLINS 404 N College Ave Fort Collins, CO 80524	COLORADO SPRINGS 5050 Edison Avenue, #121 Colorado Springs, CO 80907

For hours of operation and any other information, please visit PSI’s website at www.psiexams.com or call 1 800 733-9267 between the hours of 6:00 AM and 6:00 PM.

Method 2: Use the fingerprint card # FD-258 and utilize an **electronic transfer of fingerprints onto the card**. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. You must complete all fields on the card. Afterward, you will need to either mail or deliver the completed card to the CBI along with the fee. The CBI will then communicate the results to the Colorado Real Estate Commission.

If you mail the card and fee, the address is: **Colorado Bureau of Investigation, 690 Kipling Street, Suite 3000, Denver, CO 80215.**

If you deliver the card and fee to the CBI, go to 690 Kipling Street. Hours of operation: 8:00am to 4:30pm, Monday through Friday. The CBI phone number is 303-239-4208 .The **CBI does not accept personal checks**. Payment can be made (payable to CBI) by Money Order, Cash, Visa, MasterCard, and Cashier Check. Company checks are also accepted.

The following County Sheriff departments will electronically transfer fingerprints onto the card. You will need to contact them for hours of operation and payment information:

Douglas County	Boulder County	Eagle County
Elbert County	Grand County	Gunnison County
Hinsdale County	Larimer County	Logan County
Moffat County	Ouray County	Pueblo County
Rio Grande County	Saguache County	Summit County
Weld County		

Method 3: Most police departments will utilize the **rolled ink** transfer of fingerprints onto card #FD-258. Call for hours of operations and cost. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. Afterward, you will need to either mail or deliver the completed card to CBI along with the fee. See Method 2 above for information on the location and hours of operation of the CBI. The CBI will then communicate the results to the Colorado Real Estate Commission. **This ink method can have the highest rate of failure due to lower quality of print characteristics.** If you choose this method it is recommended that it be performed by a law enforcement agency trained in the process.

Additional Information:

- a. If you utilize Method 2 and 3 above, be sure you know and fill out all of the information asked for in the spaces on the top portion of the fingerprint card, or the card will be rejected. You will need to also fill in the following spaces on the card with the information as follows:

EMPLOYER AND ADDRESS	REASON FINGERPRINTED	YOUR NO. OCA	ORI
Colorado Division of Real Estate 1560 Broadway, Ste.925 Denver, CO 80202	Real Estate Broker 12-61-103 C.R.S. <u>or</u> Mortgage Loan Originator 12-61-903 C.R.S.	CONCJ0800	COCBI0000 COLO B OF I Denver, CO

- b. The above methods produce varying degrees of quality of print characteristics and length of time involved in the records search. Information available at the time of this notice indicates that the electronic method of printing and transmittal with Arapahoe Community College has the highest degree of quality of print characteristics and transmittal.
- c. Applicants whose fingerprints are not readable due to low quality of print characteristics will be required to resubmit (for an additional fee) fingerprints that are readable.
- d. Be sure to sign the card, and have the person performing the printing process sign the card in the space titled: SIGNATURE OF OFFICIAL TAKING FINGERPRINTS.
- e. Blank Card Number FD-258 (REV. 5-11-99) is available at some real estate schools and at State Forms Center, 4200 Garfield Street, Denver CO 80216. Phone 303-370-2165. Hours of operation: Monday – Friday, 8:00 am – 4:00 pm. Cost: \$.25 cents.



John W. Hickenlooper
Governor

Barbara J. Kelley
Executive
Director

Notice to Applicants

As an applicant for a license requiring the submission of fingerprints to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI), your fingerprints will be submitted to these agencies to check both state and federal arrest records.

Discrepancies on your Colorado arrest record can be challenged and corrected by contacting the CBI at 690 Kipling St., Ste. 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available on the CBI's website at www.cbi.state.co.us.

Discrepancies with records from the FBI or relating to another state may be challenged through the FBI. Information, including the information listed below, can be found on the FBI website at www.fbi.gov.

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI identification record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who May Request a Copy of a CBI or FBI Arrest Record?

Only you can request a copy of your own identification record.

How to Request a Copy of Your Record:

The FBI offers two methods for requesting your FBI identification Record or proof that a record does not exist.

Option 1: Submit your request [directly to the FBI](#)

Option 2: Submit to an [FBI-approved Channeler](#), a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI CJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.





Colorado Division of Real Estate
 1560 Broadway, Suite 925, Denver, CO 80202
 (303) 894-2166, dora_realestate_website@state.co.us

Colorado Real Estate Broker License Application – Requirements Grid

Below is a grid of requirements for a new real estate broker’s license in Colorado. Locate your situation to determine requirement criteria. Requirements are based on the following information:

Section 1. New Licensee	
<i>Used for someone who has never held a real estate broker or salesperson’s license in either Colorado or any other jurisdiction.</i>	
Educational Requirements	Qualifying License Level
48 hours, Real Estate Law & Practice 48 hours, Colorado Contracts & Regulations 8 hours, Trust Accounts & Recordkeeping 8 hours, Current Legal Issues 24 hours, Real Estate Closings 32 hours, Practical Applications (168 total hours required)	Associate Broker
Substitution: applicant has received a degree from an accredited degree-granting college or university with a major course of study in real estate . Original transcripts must be provided upon application. Unofficial transcripts may be submitted to the Division for review prior to taking the broker’s exam.	
Exam Requirement: Pass both portions of the Colorado Real Estate Broker’s Exam.	
Section 2. Limited Recognition / Former Real Estate Broker or Salesperson Licensees	
<i>This section applies if you currently hold or have held a license in any other state within the United States, or if you have a Colorado real estate broker or salesperson’s license that has expired beyond the 3-year right to reinstate.</i>	
Section 2a: Current license in another jurisdiction, license held for 2+ years (active or inactive)	
Education/Exam Requirement	License Level Qualification
Applicant must complete the state portion of the Colorado Broker’s Exam.* <i>*Optional:</i> 24 hour Brokerage Administration Course (if license was active at the broker level of licensure for 2 or more years.) This is not required if attempting associate or independent level of licensure.	Salespeople from other jurisdictions will be brought in as an Associate Broker. Broker level licensees, if they have held that designation as an active licensee for 2 or more years , will qualify at the Independent license level, or upon completion of an additional 24 hours of education in Brokerage Administration, will be qualified at the Employing Broker level of licensure. Less than 2 years active will result in the Associate Broker’s designation. A certified license history is required to determine the 2 year active broker’s license experience requirement.

Section 2b: Current license in another jurisdiction, license held for <u>less than 2 years</u> OR Expired license in another jurisdiction	
Education Requirement	License Level Qualification
Salesperson 48 hours, Colorado Contracts & Regulations 8 hours, Trust Accounts & Recordkeeping 8 hours, Current Legal Issues 24 hours, Real Estate Closings 32 hours, Practical Applications	Associate Broker
Broker 48 hours, Colorado Contracts & Regulations 24 hours, Real Estate Closings	Associate Broker
Exam Requirement: Pass both portions of the Colorado Real Estate Broker's Exam.	
Section 2c: Former Colorado Broker, Initial License Issued After January 1, 1997	
Educational Requirement	License Level Qualification
None.* <i>*Optional:</i> 24 hour Brokerage Administration Course (if license was active at the broker level of licensure for 2 or more years.) This is not required if attempting associate or independent level of licensure.	Broker level licensees, if they have held that designation as an active licensee for 2 or more years , will qualify at the Independent license level, or upon completion of an additional 24 hours of education in Brokerage Administration, will be qualified at the Employing Broker level of licensure. Less than 2 years active will result in the Associate Broker's designation.
Exam Requirement: Pass both portions of the Colorado Real Estate Broker's Exam.	
Section 2d: Former Colorado Broker or Salesperson, Initial License Issued Before January 1, 1997	
Requirement	License Level Qualification
Salesperson 48 hours, Colorado Contracts & Regulations 8 hours, Trust Accounts & Recordkeeping 8 hours, Current Legal Issues 24 hours, Real Estate Closings 32 hours, Practical Applications	Associate Broker
Broker 48 hours, Colorado Contracts & Regulations 24 hours, Real Estate Closings* <i>*Optional:</i> 24 hour Brokerage Administration Course (if license was active at the broker level of licensure for 2 or more years).	If license was active for less than 2 years , applicant will be placed at the Associate Broker license level. If license was active for 2 or more years, applicant will be placed at Independent Broker license level. Completion of the optional 24 hour education requirement will qualify this applicant at the Employing Broker level of licensure.

Section 3: Licensed Attorney

This section applies to a licensed attorney. Applicant may be licensed in any state.

Requirement	License Level Qualification
12 hours, Trust Accounts, Closings & Recordkeeping*	Associate Broker
*Must include proof of law license with license application.	
Exam Requirement: Pass both portions of the Colorado Real Estate Broker's Exam.	



Colorado Division of Real Estate

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Errors and Omissions Insurance Requirements

Commission rule D-14 requires that all active, licensed real estate brokers obtain a policy of errors and omissions (E&O) insurance to cover all acts that require a license. The Division of Real Estate contracts with an insurance company to obtain insurance for licensees to ensure that all licensees can obtain coverage. Licensees are not required to use the contracted insurance company; however, if you choose to obtain coverage through a company other than the contracted insurance provider, you must provide a "Certificate of Independent Coverage" form with your license application (contained in this application packet).

The State "Group" Policy

The currently contracted insurance provider is Rice Insurance Services, LLC. Applicants can obtain a policy online through Rice's website at <http://www.risceo.com/> or by calling their 800 number at 1-800-637-7319. If you obtain a policy online, you will be provided with a certificate of coverage. You are required include this certificate with your license application.

You may purchase a policy that goes into effect after the date of application submission, but doing so may cause a delay in the processing of your license application, as we will not be able to issue an active license until the effective date of the insurance policy. For example, if you submit your application on June 25th, but purchase a policy effective July 1st, then your license will be issued effective July 1st, providing all other application requirements have been met. If you purchase a policy effective more than 2 weeks beyond your application submission date, there is a possibility that your license will be issued on inactive status, and an additional application may be required for you to move your license to active status. Please be aware of these constraints.

Independent Policies

Applicants may choose to purchase a policy outside of the State's contracted provider. In some instances, the company you have selected to work for requires specific levels of coverage, a specific insurance provider, or they may carry an "umbrella" policy that covers all employees of the company. An applicant may choose any insurance company that meets the requirements of Commission Rule D-14 (located in chapter 2 of the abridged version of the Colorado Real Estate Manual, which you can find by visiting the Division's website at <http://dora.colorado.gov/dre>, then selecting "Real Estate Manual" under the section titled "Top Links").

If you choose any of these options, you must include the "Certificate of Independent Coverage" form with your license application. This form requires that the insurance company certify that they meet with the requirements listed in rule D-14 and is included in this application packet. Please note that an authorized representative from the selected insurance company must complete this form.

If you fail to include a certificate of coverage with your license application, your license will be issued on inactive status, and an activation form will be required to move your license to active status. An additional license fee is required to move your license from inactive to active status, so please be sure to include this information with your license application.

Requesting an Inactive License?

If you are requesting that we issue your license on inactive status, you are not required to obtain E&O insurance.



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 (303) 894-2166, dora_realestate_website@state.co.us

Certificate of Independent Coverage for Colorado Real Estate Brokers

This form is only required for applicants/licensees who have not purchased their policy through the state-contracted group provider. In the below form, an "Umbrella" policy is defined as a policy that covers the business entity (corporation, partnership or LLC) and all licensees working for that company.

Type of Coverage:

Umbrella Policy

Individual Policy

Named Insured:

 Name of Individual Insured

 License Number (or pending)

 License Expiration

 Company Name

 Business Address (Street, City, State, Zip)

 Company Phone

 Email Address

Affidavit by Insurance Provider *(To be completed by the insurance agency issuing the policy)*

Pursuant to Colorado Real Estate Commission (CREC) Rule D-14, the insurance representative signing below certifies to the CREC that:

1. The insurance company listed below is in compliance with CREC Rule D-14.
2. The named insured, and in the event the named insured is a corporation, partnership or limited liability company, all employed licensees or licensees who may become employed during the course of the policy period, are insured against claims resulting from errors and omissions as a real estate licensee.
3. The policy referenced below includes, at a minimum, the coverage set forth in Commission Rule D-14.
4. The insurance company listed below hereby agrees to immediately notify the named insured and the CREC (1560 Broadway, Ste. 924, Denver, CO, 80202) **in writing** of any cancellation or lapse in coverage.

Insurance representative, please complete the following information:

 Policy Number

 Policy Purchase Date

 Policy Effective Date

 Policy Expiration Date

 Insurance Agency Name

 Insurance Agency License Number

 Insurance Company Address

 City

 State

 Zip

 Insurance Carrier Name

 Insurance Carrier NAIC Number

I declare under penalty of perjury in the second degree pursuant to C.R.S. 18-8-503 that I have read and understand the statute and rule on the reverse side of this form and the statements made in this application are true and complete to the best of my knowledge.

 Print Name of Insurance Representative

 License Number

 Title of Insurance Representative

 Signature of Insurance Representative

 Date



Colorado Real Estate Broker License Application

In compliance with Title 12, Article 61, Part 1, C.R.S., I hereby apply for a real estate broker's license:

Section 1. Personal Information

_____	_____	_____	_____
First Name	M.I.	Last Name	Maiden Name
_____		_____	
Email Address		SSN (required, 24-34-107 C.R.S.)	
_____	_____		
Date of Birth	Place of Birth		
_____		_____	_____
Physical Address		City	State Zip Code
_____	_____		
Home Phone	Mobile Phone		
_____		_____	_____
Mailing Address (if different from above)		City	State Zip Code

Section 2. Employment Information

Please indicate the manner in which you wish to be licensed:

- I am requesting an **inactive license** at this time, and understand that an additional form and fee will be required upon my request to move to active status. Note: Inactive licenses will not print. Please confirm your license status using our [online e-services page](#).
- As a broker licensed under the supervision of the Employing Broker shown below (your license will be mailed to your employing broker):

This Section Must Be Completed by the Employing Broker:
By signing below, I am attesting to the fact that I am currently an active licensed employing real estate broker by whom the above applicant is to be employed. I certify that pursuant to Rules E-29, E-30, E-31 and E-32 that I have informed this applicant of the written office policy, and I will properly supervise this employee during their employment with me.

Employing Broker Name: _____

Employing Broker License #: _____

Business Name on License: _____

Business License #: _____

Employing Broker's Signature: _____

Section 2. Employment Information (cont.)

As an **Individual Proprietorship**. This option is not available to Associate Broker level licensees. If you wish to use an individual trade name, you must include an Individual Trade Name Affidavit available from the [Colorado Secretary of State's website](#). An individual proprietor is a person who engages in business as an individual natural person with or without a trade name. This designation is **not** for persons doing business as corporations, partnerships or limited liability companies. Please complete the below information.

Trade Name: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____

As the **responsible broker** for a corporation, partnership or limited liability company. This option is only available to Independent and Employing level applicants. If this company is not yet licensed with the Colorado Division of Real Estate, you must complete the Application for New Corporation, Partnership or LLC (included in this packet), and submit an additional license fee required by that application. If the company is already licensed, please complete the information below:

Name of Currently Licensed Company: _____

Section 3. Lawful Presence

This section is to be completed by the license applicant. **Acceptable ID types are as follows:** State issued driver's license or ID, government issued ID, U.S. Passport, U.S. Citizenship certificate, U.S. Military ID, Tribal ID, Resident Alien/Permanent Alien Card, Valid Temporary Resident Card, Valid Foreign Passport, Valid I-94 or Valid I-766 (employee authorization card). Please initial your selection.

A. Lawful Presence

_____ I am a U.S. citizen. Enter the acceptable secure and verifiable document in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request. Complete documentation must be provided upon request.

_____ I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Enter the acceptable secure and verifiable document in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.

B. Secure & Verifiable Document

Government Issued Identification	Name of state or federal agency that issued the document	Full name as shown on ID	License/ID Number	Expiration Date (mm/dd/yyyy)

Section 4. Occupational Licenses

Please initial next to each answer for the below questions:

_____ **Yes** **4.1** Are you now, or have you ever held a real estate license in Colorado or any other jurisdiction?
_____ **No** If yes, please list below. **If you answer yes to this question, you must include a certified license history for any license held outside of Colorado:**

License Type: _____ **State:** _____ **Dates:** _____ **to** _____
License Type: _____ **State:** _____ **Dates:** _____ **to** _____

_____ **Yes** **4.2** List all other current or previous occupational or professional registrations, licenses or
_____ **No** certificates (i.e. attorney, appraiser, mortgage loan originator, insurance, securities, etc.):

License Type: _____ **State:** _____ **Dates:** _____ **to** _____
License Type: _____ **State:** _____ **Dates:** _____ **to** _____
License Type: _____ **State:** _____ **Dates:** _____ **to** _____

_____ **Yes** **4.3** Have any of the registrations, licenses or certifications listed in questions 4.1 or 4.2 ever been
_____ **No** denied, disciplined, revoked, suspended or had a renewal denied or is the license the subject of a consent agreement or the subject of a current investigation?

If yes, you must submit the following documents:

1. A signed, written statement including name of agency, dates, nature of alleged infraction and disposition.
2. A copy of the original charges or complaint against you.
3. A copy of any agency order or other notification of the action taken.
4. A confirmation of the current status of the license, certification or registration.

Section 5. Background

Please answer all of the below questions. Failure to answer any of these questions will result in the return of your application as incomplete. **DO NOT** include misdemeanor traffic violations, municipal code violations or petty offenses.

_____ **Yes*** Have you ever been convicted or pleaded Nolo Contendere to any felony or misdemeanor?
_____ **No**

_____ **Yes*** Have you ever been incarcerated or in custody, or placed on parole, probation or any other type of
_____ **No** court ordered supervision in a criminal case?

_____ **Yes*** Have you ever agreed to a deferred sentence or a deferred judgment with respect to any felony or
_____ **No** misdemeanor, or are currently subject to the terms of a deferred prosecution?

_____ **Yes*** Have you ever been charged with any felony or misdemeanor or are such charges pending or
_____ **No** under investigation?

*If you answer yes to any of the questions in Section 5, you must list below the nature of each charge, conviction or other circumstances. If any of the above occurred within the last ten years, you must also submit the "Addendum to the Application for Real Estate Broker's License", located within this application packet.

IMPORTANT: Failure to disclose any required information is grounds for denial. Use additional sheets if necessary.

Nature of Charge or Conviction

1. _____
2. _____
3. _____

Section 6. Errors and Omissions Insurance Information

Please indicate the manner in which you are insured for errors and omissions (E&O). Failure to have errors and omissions insurance in place at the time of application will either delay license issuance or result in the license being issued on an inactive status.

- I am insured with **Rice Insurance Services**, the Commission's group carrier. Please provide proof of E&O insurance coverage with this application. You may enroll with Rice Insurance by visiting their website at <http://www.risceo.com/>, or by phone at 1.800.637.7319.
- I am insured with **an independent insurance carrier**. (If you are insured in this manner, please include the E&O Insurance Certification of Conforming Coverage form, included with this application packet.)
- I am requesting an **inactive status** at this time. Coverage is not required until I choose to activate my license. (Inactive licenses will not print. Please check the Division's website to confirm license issuance.)

Section 7. Attestations

Please initial next to each answer below:

_____ I understand that if I have no registered agent in this state, such registered agent is not located under its registered agent's name at its registered agent's address, or the registered agent cannot with reasonable diligence be served, I may be served by registered mail or by certified mail, return receipt requested, addressed to the entity at its principal address. The consent hereby given shall be deemed to be continuing and is irrevocable.

_____ I understand that the sworn statement made in Section 3 regarding lawful presence is required by law because I have applied for a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.

_____ I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.

_____ I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.

_____ I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

APPLICANT SIGNATURE _____ DATE _____



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(303) 894-2166, dora_realestate_website@state.co.us

Addendum to Application for Colorado Real Estate Broker’s License

In compliance with Title 12, Article 61, Part 1, C.R.S., I hereby supplement my application for a Real Estate Broker’s license as indicated below:

Section 1. Personal Information

_____ First Name	_____ M.I.	_____ Last Name	_____ Maiden Name	
_____ Email Address		_____ SSN (required, 24-34-107 C.R.S.)		
_____ Date of Birth	_____ Place of Birth			
_____ Physical Address		_____ City	_____ State	_____ Zip Code
_____ Home Phone	_____ Mobile Phone			
_____ Mailing Address (if different from above)		_____ City	_____ State	_____ Zip Code

Section 2. Instructions

This application and the supplemental information described in this form are required to be submitted in conjunction with your license application if you answered “yes” to any of the questions in section 5 of the Application for a Colorado Real Estate Broker’s License concerning prior criminal charges and/or pleas.

The Real Estate Commission is authorized by law to require and procure any such proof as is necessary in reference to the truthfulness, honesty and good moral character of any applicant for a real estate broker’s license. The law requires that no person shall be granted a license until such person establishes compliance with the provisions concerning truthfulness, honesty and otherwise good moral character. In addition, license law requires that licensees be competent to transact the business of a real estate broker in such a manner as to safeguard the interest of the public. Only after satisfactory proof of such qualifications will a license be granted. In determining such person’s character, the Real Estate Commission shall be governed by the provisions of section 24-5-101, C.R.S.

If you have any questions that are not answered in this form, please contact the Division of Real Estate at (303) 894-2166.

Section 3. Required Documents

In order to process your application, the following information concerning the criminal incident(s) described on your broker application must be submitted for review by the Colorado Real Estate Commission so that they may make the determinations required by law. What follows is a general description of the documentation required to complete your application. Additional documents or statements may be required subsequent to staff review. This addendum must be accompanied by the following:

1. **Court Documents:** Computer printouts are not acceptable. Please obtain actual court documents with signatures. In most criminal cases, the county in which the violation occurred will also be the location of the court that you will need to contact. These records are public and are contained in a central file of cases. You will need to ask the court clerk how you can arrange to have copies made of your case file. It is your responsibility to contact the appropriate court, police department, probation office or other agency to obtain the required letters, statements or other documents. If the court or police inform you that the documents are no longer available, you will need to obtain a written statement of confirmation to that effect from the appropriate party. The court documents include but may not be limited to:
 - a. **Original Charging Document:** This document sets forth the specific violations (often referred to as "counts") under which you were charged. Depending on the jurisdiction, this document may be captioned as a Complaint, Information, Complaint and Information, Criminal Complaint, Summons and Complaint, Indictment or other designation.
 - b. **Police Officer's Report:** If a police report or arrest affidavit remains part of the Court's criminal case file, please include a copy of that report with your application materials. Otherwise, the arresting, ticketing or charging agency will have a report on the incidences and factual matters related to filing of charges. This report will usually be found at the office of the arresting or ticketing law enforcement agency (police department, sheriff's office, etc.). **If the police report is not a part of your court records, you must contact the appropriate agency to obtain a copy.**
 - c. **Amended Charges:** If the original charge or charges were thereafter amended, also provide a copy of the amending document.
 - d. **Judgment or Sentence Order:** This document shows the specific charge to which you pled or were otherwise adjudged guilty, as well as the Court's terms of sentencing.
 - e. **Terms and Conditions of Probation:** In some cases, if probation is included as part of the Court's Sentence Order, the Court will issue a separate document setting forth the specified terms and conditions of probation.
 - i. **Successful Completion of Probation:** If a Court-ordered term of probation has been successfully completed, provide a copy of the Court's order of termination of probation or, in the alternative, a letter of verification from the respective probation department.
 - ii. **Probation in Progress:** If the Court-ordered term of probation remains in progress, provide a letter from your probation officer indicating the current status of your probation.
 - iii. **Probation Revocation Documents:** If the Court-ordered term of probation was ever revoked, provide a copy of the underlying Complaint for Revocation of Probation, as well as the Court's revised Sentence Order.
 - f. **Deferred Judgment:** If the Court's original Sentence Order provided for a Deferred Judgment/Sentence, and such has been successfully completed, provide a copy of the Court's order to withdraw the original guilty plea.
2. **Written Statements:** You must submit a written statement that relates the following information:
 - a. A description of the factual events and the actions that led to the charges being filed against you.
 - b. An explanation, from your perspective, of the circumstances, reasons or situations that contributed to charges being filed against you. This includes any information or explanation that you believe mitigates or lessens the severity of your actions or the charges.
 - c. A description of any changes, events or accomplishments that illustrate rehabilitation and that you are truthful, honest and a person of good moral character. This could include having met the court's terms of sentence such as: having made restitution, completing probation or completing

community service. Your statement should also include a description of any of the following: voluntary involvement in community, public or privately sponsored programs or activities of benefit to the community, new and different social and business relationships, stability of family and financial matters, enrollment in or completion of education or vocational training, involvement in training or counseling for the purpose of self-improvement or advancement, substance abstinence and/or abuse programs, intervention programs, therapy, self-realization, awareness and personal growth and/or any other information you believe is illustrative of changes of attitude, circumstances and environment that may have contributed to having the charges filed against you. This is your opportunity to illustrate to the Commissioners that you have been rehabilitated and that you are truthful, honest, and a person of good moral character.

- d. Your statement must include your signature and also conclude with the statement "I have no other violations either past or pending", if that is true in your case.

3. Responsible Broker's Written Statement:

- a. You must include a signed written statement from the responsible broker that indicates that s/he understands the exact nature of the violation(s) and that s/he is willing to employ and supervise you. One way for the broker to become familiar with the issues is by having the broker review your personal statement and the court documents. Your employing broker should include what specific special supervision s/he feels is appropriate in your case. Your broker may include any additional information or comments relative to your character, truthfulness and honesty known by the broker.

4. Letters of Recommendation:

- a. Include written statements from others. Examples include past and present employers, past and present co-workers, probation officers, court officers, public officials, clergy, business and industry leaders, family and friends. These letters, while not required, are an indication to the Commission that others in the community are confident that you are rehabilitated and are able to handle the responsibility and trust that comes with the professional license you are seeking. Letters submitted on your behalf should identify the writer's relationship to you **and indicate the writer's knowledge of your past violation or conviction** and your subsequent rehabilitation, honesty, truthfulness and good character.
- b. If applicable, written statements or other evidence from medical, psychological or other professionals who are competent to address conditions existing either at the time of the underlying conduct or presently.

- 5. Personal/Employment History:** Please complete the information below and detail your employment history for at least the past five years. Be sure to indicate your current and recent employment activity. All of the information regarding names of employers, dates of employment, supervisor's names, addresses, and telephone numbers and your duties and responsibilities should be completed. If a student, include dates and school attended. If unemployed, please include dates.

Section 4: Personal History

Education:

Highest Level of Education

Certificate/Degree/Major

Name of High School/College

Personal Narrative:

Include any other information that you would like the Commission to know about your personal history. Use additional sheets if necessary:

Employment History:

Please list your work history for at least the past 5 years, including part-time, temporary, volunteer work and periods of unemployment. List jobs in reverse, beginning with your present or most recent job. Attach additional pages if necessary.

Employer: _____ Title: _____ Dates: _____ to _____

Employer's Address: _____

Supervisor's Name: _____ Phone: _____

Your Duties:

Reason for Leaving:

Employer: _____ Title: _____ Dates: _____ to _____

Employer's Address: _____

Supervisor's Name: _____ Phone: _____

Your Duties:

Reason for Leaving:

Employment History (cont.):

Employer: _____ Title: _____ Dates: _____ to _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____
Your Duties: _____

Reason for Leaving: _____

Employer: _____ Title: _____ Dates: _____ to _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____
Your Duties: _____

Reason for Leaving: _____

Community Service:

Please list any court required community service that you have performed. Include the name of the person you reported to and a phone number to reach that person. Please list the number of hours you were required to complete as well as the number of hours completed.

Name and Location of Organization	Name/Phone of Person Reporting To	Type of Work	Hours Required	Hours Completed

I hereby request that the information contained in and submitted relative to this addendum be included as part of my real estate broker license application.

Applicant Signature: _____ **Date:** _____



Application for New Corporation, Partnership or Limited Liability Company Real Estate License

Section 1: Instructions

- This form is to be used only for a corporation, partnership or limited liability company that does not currently have a real estate license. If applying as the new responsible broker for an existing company, please use the "Change in Corporation, Partnership or LLC" license application.
- Please complete all portions of this form. If transferring several licensees over to the new entity, please list those licensees on the last page of this form.
- If applying to be the responsible broker for the entity, applicant's level of authority must be at independent or employing level. If you need to upgrade your license, please use the "Application for Change in Broker Level of Authority" application.
- An additional policy of errors and omissions (E&O) insurance is required to cover the entity license in instances where there are employed licensees under the entity, and proof of coverage must be included with this application. If the responsible broker is the only licensee with the entity, no additional policy is required.
- All applications must be accompanied by Certificates of Good Standing. If requesting a trade name, a Statement of Trade Name certificate must also be included. You may obtain these certificates from the [Colorado Secretary of State's website](#).

Section 2: Entity Information

Type of Entity (choose one):

Corporation

Limited Liability Company

Partnership (all types)

Company Name (True Name): _____

Trade Name (if any): _____

Business Address: _____

City, State, Zip: _____ Phone: _____

P.O. Box for Mailing Purposes: _____

City, State, Zip: _____ Email: _____

Note: A P.O. Box is not acceptable in lieu of a physical address. **You must list a physical address.**

Section 3: Responsible Broker Information

(First Name) (MI) (Last Name) (License Number)

(Residence Address) (City) (State) (Zip)

(Home Phone) (Cell Phone) (Email) (Last 4 Digits of SSN)

Section 4: Errors and Omissions Insurance

Every active real estate licensee shall have in effect a policy of errors and omissions (E&O) insurance to cover all acts requiring a license. In addition, all active licensed real estate companies that employ licensees **in addition to** the responsible broker must also have in effect a policy of errors and omissions insurance. These policies must meet with the requirements listed in Commission Rule D-14. Please **initial** the appropriate selection below (or enter "N/A" if the selection does not apply):

_____ I am insured with: _____
(Insurance Company Name)

_____ The business entity is insured by: _____
(Insurance Company Name)

I hereby certify that the coverage listed in this section complies with the requirements listed in Commission Rule D-14.

_____ (Print Name) _____ (Signature) _____ (Date)

Section 5: Ownership

Print or type the names of all natural persons having 20% or more ownership interest in this business entity:

_____	_____	_____	_____
(Name)	(% Ownership)	(Name)	(% Ownership)
_____	_____	_____	_____
(Name)	(% Ownership)	(Name)	(% Ownership)
_____	_____		
(Name)	(% Ownership)		

Section 6: Attestations

I hereby certify that:

- I am in compliance with the continuing education requirements listed in 12-61-110.5, C.R.S.
- The entity referenced in this application has been properly registered with the Colorado Secretary of State, and all appropriate certification has been included with this application.
- I am in compliance with the E&O requirements listed in 12-61-103.6, C.R.S. and Commission Rule D-14
- I have been duly designated as the responsible broker for the entity listed in this application.
- I am lawfully present in the United States of America, and I declare under penalty of perjury in the second degree pursuant to 18-8-503, and that the statements made in this application are true and complete to the best of my knowledge.

_____ (Print Name of Responsible Broker) _____ (Signature of Responsible Broker) _____ (Date)

Submit this form, along with check or money order made out to "CREC" for the appropriate fee amount to the address listed at the top of page one of this application.

Section 7: Licensees Transferring to This Company (optional)

Please Note:

- Do not include responsible broker on this list. The responsible broker is included with initial application fee.
- You must include an additional fee of \$50 for each licensee listed below.
- If you are filling out this section, this would indicate that your entity is required to carry a separate policy of E&O insurance to cover the entity license. Please be sure to include proof of coverage for the entity with this application.
- Each individual listed below must carry an E&O policy in compliance with applicable statute and rule.
- By signing below, each individual declares under penalty of perjury that s/he has complied with continuing education requirements pursuant to 12-61-110.5, C.R.S.

_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)
_____	_____	_____
(Print Licensee Name)	(License Number)	(Licensee Signature)

I, the broker applicant listed on page one of this application, hereby request that the persons listed above be transferred to employment under my company license. I have informed the licensees of the written office policy and I will properly supervise these employees during the period of time of employment with me pursuant to Commission Rules E-29, E-30, E-31 and E-31.

_____	_____	_____
(Print Name of Responsible Broker)	(Signature of Responsible Broker)	(Date)