

**Louisiana Real Estate Commission**  
**State of Louisiana**  
 Office of the Governor

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

**Initial Real Estate Salesperson License Application – Part A**

The Louisiana Real Estate Commission (“Commission”) has prescribed this *Initial Salesperson License Application* form in accordance with the Louisiana Real Estate License Law (La. R.S. 37:1430 *et seq.*). The form shall be answered completely and accurately. Any incomplete or inaccurate application or any application submitted without the appropriate, nonrefundable payment shall be considered unfiled. Please note that any document and/or information submitted to the Commission is subject to a public records request unless specifically excluded by the Louisiana Public Records Law (La. R.S. 44:1 *et seq.*).

Payment shall be made according to the Louisiana Real Estate License Law and the fee schedule detailed below. All payments to the Commission are payable to: Louisiana Real Estate Commission. Company checks, personal checks, certified checks, and money orders are accepted. Please do not send cash via mail. Mail or drop off application to the address below.

Initial license fee.....	\$45.00
Research and Education Fund fee .....	\$10.00
Recovery Fund fee.....	\$10.00
Application Processing fee .....	<u>\$25.00</u>
TOTAL .....	\$90.00

<b><u>FOR LREC USE ONLY</u></b>
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**Errors and Omissions Insurance premiums that may be due upon submission of this application are not included in the total amount listed.**

**TYPE OF LICENSE FOR WHICH YOU ARE APPLYING:** Select one

- Louisiana Resident
- Reciprocal Non-resident (*Active resident licensee in AL, AR, CO, GA, IA, MS, NM, OK, or PA*)
- Non-resident (*Active resident licensee in a state other than Louisiana or above reciprocal states*)

**PERSONAL INFORMATION:** Complete all applicable sections.

- Please provide a front and back copy of your valid government issued photo ID with this application. Acceptable forms of ID include: state-issued driver’s license; U.S. Passport or U.S. Passport Card; Federal Government Personal Identity Verification Card (PIV); Uniformed Services Identification Card; Department of Defense Common Access Card; Foreign Passport

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with Appropriate Immigration Documents; USCIS – Permanent Resident Card (I-551); USCIS – Employment Authorization Card (I-766); federal, state, or local government agency ID card with photograph; U.S. Coast Guard Merchant Mariner Card; or Canadian driver’s license.

1. Legal first and middle names \_\_\_\_\_

2. Legal last name (and suffix, if any) \_\_\_\_\_

Licensees are prohibited from advertising in any name other than the identical name that appears on their license. If you are known by a name other than the legal name listed above, such as a nickname or your middle name, and you wish to be licensed in that name, you must indicate the specific name, including any suffix, as you wish for it to appear on your license and in all advertising. (E.g., First Middle “Nickname” Last or “Nickname” Last or First, Middle, Last, Jr. or other variations).

3. State your name exactly as it shall appear on your license:  
\_\_\_\_\_

4. Social Security Number: \_\_\_\_\_

An applicant is required to provide his/her social security number on any state license application. La. R.S. 37:23. The Commission shall be responsible for maintaining its confidentiality unless required to disclose it by law. La. R.S. 46:236.1.1 *et seq.*

A United States Permanent Resident Card (Form I-551) (“Alien Registration Card” or “Green Card”) is issued as proof of a non-citizen’s lawful permanent resident status in the United States. An individual with a valid Form I-551 may live and work permanently in the United States. Any such permanent resident age 18 or older shall always have a valid green card in his/her possession. Immigration and Nationality Act, INA: Act 264 – Forms and Procedures [8 U.S.C. 1304]. Skip No. 5 if it is not applicable to you.

5. Alien Registration Number (*if applicable*): \_\_\_\_\_

6. Date of birth: \_\_\_\_\_

7. Are you currently in the military or the spouse of a military service member?  
Yes No (*If yes, please provide a copy of your current military ID card or DD Form 214*)

**PRIMARY ADDRESSES AND TELEPHONE NUMBER**

8. Street Number or P.O. Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Parish/County \_\_\_\_\_  
Email Address (*This is how the Commission will send you important updates regarding your license*) \_\_\_\_\_

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9. Phone Number \_\_\_\_\_

**SECONDARY ADDRESSES AND TELEPHONE NUMBER (Use physical address)**

10. Street Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Parish/County \_\_\_\_\_

Email Address \_\_\_\_\_

11. Phone Number \_\_\_\_\_

12. How long have you lived in your current state? \_\_\_\_\_ days    months    years

13. All applicants shall provide a certificate evidencing completion of the 90-hour education course required for this license in accordance with the Louisiana Real Estate License Law (La. R.S. 37:1430 *et seq.*). *(Not applicable to reciprocal applicants).*

14. Are you currently and/or have you been previously licensed as a real estate salesperson or broker in any other states or other legal jurisdictions?

*If yes, provide the following for each state or legal jurisdiction in which a real estate license has been issued to you: (i) name and address of record; (ii) applicable dates of licensure; and, (iii) official/certified license history verification(s). Provide attachments as necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Have you ever had any professional or occupational credential (*e.g.*, license, permit, certification, or registration) denied, censured, reprimanded, suspended, revoked, or subjected to any other disciplinary action in Louisiana, any other states, or other legal jurisdictions?

*If yes, provide a detailed statement, the final resolution or order resolving the matter(s), and all relevant legal or administrative records and information, including but not limited to: final order, resolution, or judgement; court/hearing minutes, etc.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Have you ever been either (i) convicted or (ii) pled either guilty or *nolo contendere* to any of the following: forgery, embezzlement, obtaining money under false pretenses, larceny,

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extortion, conspiracy to defraud, theft, or any other felony?

*If yes, provide a detailed statement, the final resolution or order resolving the matter(s), and all relevant records and information, including but not limited to: final order, resolution, or judgement; court/hearing minutes, etc.*

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**17.** Have you ever had a final judgement rendered against you and/or a business entity that you own or owned, whether in whole or in part, relating to a real estate transaction in which you acted as a licensee, registrant, certificate holder, or other professional credential?

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**18.** Name the institution and the city and state from which you received your high school diploma or equivalency certificate:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

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**IRREVOCABLE CONSENT TO SERVICE OF PROCESS AND POWER OF ATTORNEY**  
***(FOR RECIPROCAL AND NON-RESIDENT APPLICANTS ONLY)***

I do hereby irrevocably make, constitute, and appoint the Executive Director of the Louisiana Real Estate Commission, and any successors in office, my true and lawful attorney-in-fact, and in the State of Louisiana, upon whom all process of law concerning me in any legal action or proceeding may be served, subject to and in accordance with all laws of the State of Louisiana and all amendments thereto, and I do hereby specifically agree that in any and all such legal processes of law, which may be served upon my attorney-in-fact, shall be deemed served upon me personally, and that all such processes of law served upon my attorney-in-fact shall have the same effect as if I were a resident of the State of Louisiana and have been personally served with such process of law.

\_\_\_\_\_  
Applicant Signature

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION AND ACKNOWLEDGEMENT FOR ALL APPLICANTS**

I hereby agree to, acknowledge, and fully understand that all fees filed with any document or information submitted to the Commission is nonrefundable regardless of whether I ultimately obtain the license for which I have applied. Further, if this application is approved, I agree to comply with the Louisiana Real Estate License Law (La. R.S. 37:1430 et seq), the administrative regulations applicable to real estate in Louisiana (LAC 46:LXVII.101 et seq), and any other state or federal laws or rules applicable to real estate activity.

I hereby certify that all the information provided herein is true and correct and that the Louisiana Real Estate Commission may rely on its truthfulness. Further, I understand and agree that the Commission may consider this application, relative to any future hearing regarding disciplinary adjudications or other licensure requests. Further, I hereby agree, acknowledge, and understand that the information included in this application may be examined by the Commission in accordance with the Real Estate License Law and the Administrative Procedure Act (La. R.S. 49:950 et seq).

\_\_\_\_\_  
Applicant Signature

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPLICANT NOTIFICATION AND RECORD CHALLENGE**

### **Applicant Rights and Privacy Statement**

The National Crime Prevention and Privacy Compact Council outlines rights provided to applicants who are the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose. These rights are detailed in the Agency Privacy Requirements for Non-criminal Justice Applicant's document (Appendix E). A non-criminal justice agency must notify applicants of their privacy rights by providing applicants with a copy of the Non-criminal Justice Applicant's Privacy Rights document (Appendix F) prior to sending an applicant to be fingerprinted. Information is also available in the Privacy Act Statement (Appendix G) and accessible through the link below.

- [Privacy Act Statement](#)
- [Non-Criminal Justice Applicant Privacy Rights](#)

### **State and Federal Record Challenge**

If a NCJA receives CHRI results that contain disqualifying charges without a final court disposition or that the applicant determines are inaccurate, the NCJA must provide a reasonable time for the applicant to correct or complete their record. Currently, neither the FBI nor the LSP Bureau have defined what qualifies as a "reasonable time", therefore it is the responsibility of the NCJA to determine a reasonable time for this process and ensure it is documented in their agency policies. If an applicant elects to correct or complete their record, the NCJA cannot make an eligibility determination until the conclusion of the reasonable time.

NCJAs are required to advise the applicant of the procedures for obtaining changes, corrections, or updates to their criminal record. Information on the processes for challenging a state and federal record are as follows:

### **Right to Review – State Record Challenge**

Pursuant to La. Revised Statute 15:588, an individual can obtain a certified copy of their personal criminal history record as maintained by the LSP Bureau. Individuals must submit a "Right to Review Authorization Form" and a "Right to Review Disclosure Form" along with fingerprints and the appropriate fees to the LSP Bureau (for forms and information go to: <http://www.lsp.org/technical.html#criminal>). Individuals can use this record to identify, if applicable, the date of an arrest, the identity of an arresting agency, and disposition information. This criminal history record may only be given to the individual, his authorized representative, or his attorney.

### **FBI Identity History Summary Checks – Federal Record Challenge**

[www.fbi.gov/services/cjis/identity-history-summary-checks](http://www.fbi.gov/services/cjis/identity-history-summary-checks)

The U.S. Department of Justice Order 556-73, also known as Departmental Order, establishes rules and regulations for individuals to obtain a copy of their Identity History Summary for review or proof that one does not exist. The individual may submit fingerprints, an Applicant Information Form, and payment directly to the FBI according to the procedures in Title 28 Code of Federal Regulations 16.34.