

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

RECIPROCAL PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a reciprocal license. This checklist is for your use and does not have to be submitted to the Louisiana Real Estate Commission (LREC).

You are required to be a current legal resident and hold a current license in at least one of the following states to apply to LREC for a reciprocal license: Alabama, Arkansas, Colorado, Georgia, Iowa, Mississippi, New Mexico, Oklahoma, and/or Pennsylvania. You may apply only for the same reciprocal license type in Louisiana as the license you currently hold in your resident state.

- **Step 1:** Order a Certified License History from your current resident state and any other states where you are either currently or have been previously licensed as a real estate salesperson or broker. Certified License History documents shall include the active or inactive status of your license. Please ensure these documents are sent directly to you and not to the LREC.
- **Step 2 - Salesperson:** Once you obtain your Certified License History documents, submit to LREC with the [Salesperson License Application Part A](#) and the [Salesperson and Associate Broker "Part B" \(Supervision Affidavit\)](#).
- **(Alternative) Step 2 - Broker:** Once you obtain your Certified License History documents, submit to LREC with the [Broker License Application](#). All applicants for a real estate broker license shall have first been licensed for four years with two (2) of the four (4) years occurring immediately preceding the submission date of such applicant's Broker License Application (La. R.S. 37:1437©).
- **Step 3:** Start the [Background Check and Fingerprinting](#) process with IdentoGO. You may schedule an appointment online to have fingerprints digitally scanned at one of many IdentiGO locations.
- **Step 4:** All applicants are required to submit proof of and/or payment for your errors and omissions (E&O) insurance. You may purchase your E&O insurance through the LREC group policy by paying the applicable fee amount in accordance with the prorated premium chart included in the [Initial Real Estate License Application – Part B](#). Alternatively, you may purchase E&O insurance from an independent insurance vendor, but you will be required to complete and submit an [Independent Errors and Omissions Insurance](#) form and furnish the Declarations page of your insurance policy from your selected insurer.