



**LICENSING CHECKLIST FOR:
REAL ESTATE SALES AGENT LICENSE**

State of Utah
Department of Commerce
Division of Real Estate

All the following items are required and must be completed in order to obtain the Sales Agent License. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission.

1. Completed and signed original application issued by the testing center.
2. Signed, original school Candidate Education Certifying Document issued by the real estate School, (this document is only valid for one year and must be submitted within 90 days of passing exam) or valid education waiver issued by the Division of Real Estate.
3. Signed responses to the Qualifying Questionnaire issued at the testing center and all supporting documentation requested for any "Yes" answers.
4. Candidate fingerprint receipt issued at testing center or two fingerprint cards (Blue FD-258) and signed Fingerprint Waiver issued at the testing center.
5. Completed and signed Certification of Legal Presence form.
6. Non-refundable fee of \$152.00

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial.**

Signature of Applicant

Date of Application