



**Requests for Certifications of License History - \$25.00
\$30.00 Processing Fee Charged For All Returned Payments**

Please allow seven to ten business days for processing.

When requesting a certification of license history from our office the following information is needed from the licensee about whom the certification is requested:

I. LICENSEE INFORMATION

Full Legal Name: _____
Residence Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____
License ID Number: _____ Daytime phone number or email address: _____

II. ENTITY FOR WHOM CERTIFICATION IS BEING OBTAINED

Please provide below information about the entity for whom the certification is being requested. If the certification is for an agency or office that is not another real estate regulatory jurisdiction, we still require the following information. If additional jurisdictions are requested, please attach the following information on a separate piece of paper.

Entity or Jurisdiction: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

III. DELIVERY INFORMATION (You must select either a or b below)

a. CERTIFICATION MAILING INFORMATION

Please verify where the original Certification is to be sent. (choose only one of the following).

- _____ Licensee at the address listed in Section I above.
_____ Requestor at the following address: _____
_____ The Entity for which you have requested the certification listed in Section II.

OR

b. CERTIFICATION EMAIL INFORMATION

Please verify where the original Certification is to be emailed. (choose only one of the following).

- _____ Licensee at the email address listed in Section I above.
_____ Requestor at the following email address: _____
_____ The Entity email address for which you have requested the certification listed in Section II.

(Signature of the Requestor)

(Date)

Requestor's Printed Name _____

Requestor's Daytime phone number or email address _____

FOR OFFICE USE ONLY

Date Received _____

Receipt# _____

Date Issued _____