



Individual New Application Agency Requirements



CALIFORNIA BRE REAL ESTATE SALESPERSON LICENSE ENDORSEMENT

This document includes instructions for an individual new application request.

An individual who desires to conduct residential mortgage loan originator (MLO) activities must first obtain a California real estate salesperson license through BRE. A MLO license endorsement must be obtained by completing the license endorsement requirements and filing an Individual Form (MU4) through NMLS.

A sponsorship request must be submitted by your employing real estate broker or corporation before your application request will be approved. If the applicant is not currently employed by a real estate broker or corporation, the license endorsement will be issued as "Approved-Inactive" until sponsorship by a real estate broker or corporation is acquired. You are not authorized to residential MLO activities in an "Approved-Inactive" status.

Total License costs: \$330.00 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. You will also pay an additional \$36.25 if you authorize a criminal background check at time of application. Fees collected through the NMLS ARE NOT REFUNDABLE. For further information regarding [fees](#), please visit the BRE website.

Unlike the underlying real estate license, an individual license endorsement which is issued prior to October 31st, of each year will be valid through December 31, and will need to be renewed annually thereafter, if desired.

Use the checklist below to complete the requirements for California Bureau of Real Estate.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Individual Form](#) through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:
Bureau of Real Estate
Licensing Section-NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008

For Overnight Delivery:
Bureau of Real Estate
Licensing Section-NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815

NMLS **Individual** Unique ID Number: _____

Applicant Legal Name: _____

BRE License Number: _____

Applicant's email address: _____

Applicant's phone number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	CALIFORNIA BRE REAL ESTATE SALESPERSON LICENSE ENDORSEMENT
<input type="checkbox"/>	N/A	N/A	Pre-licensure Education: Complete 20 hours of NMLS approved pre-licensure education courses – NMLS must indicate you are compliant with this requirement
<input type="checkbox"/>	N/A	N/A	Testing: Must satisfy one of the following two conditions: <ol style="list-style-type: none">1. Passing score on both the National and California State components of the SAFE test or2. Passing score on both the National Test Component with Uniform State Content and the California State Component of the SAFE Test. As of January 1, 2016: Must satisfy one of the following three conditions: <ol style="list-style-type: none">1. Passing results on both the National and California State components of the SAFE Test, or2. Passing results on both the National and Stand-alone UST components of the SAFE Test, or3. Passing results on the National Test Component with Uniform State Content. Follow the instructions in the View Testing Information Quick Guide to confirm test results have been posted to your record and indicate "Pass."
<input type="checkbox"/>	N/A	N/A	Criminal Background Check: Authorization for a FBI criminal history background check to be completed in NMLS. CAUTION – Before initiating any part of the testing or application process, you are strongly advised to review the criminal background denial criteria for a MLO license endorsement at http://www.bre.ca.gov/Licensees/SafeAct.html . If you do not meet the stated criteria, authorization to be issued a MLO license endorsement will not be granted.
<input type="checkbox"/>	N/A	N/A	Credit Report: Authorization for a credit report must be completed. Individuals will be required to complete an Identity Verification Process (IDV).

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<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p> <p>Regarding any criminal violation, include court of conviction, arresting agency, date of conviction, name of code violated, and code section(s) violated, disposition, and court case number. If you are unable to provide this information, provide all the requested information you can obtain, with an explanation for the missing information and an explanation of the circumstances surrounding the arrest or conviction. If the conviction status has been subsequently changed or reduced, indicate that fact and provide the date of the change.</p> <p><input type="checkbox"/> I have previously filed acceptable information to the Bureau of Real Estate in response to these questions, and NO NEW DISCLOSURE IS BEING MADE. I understand that BRE will review my responses in NMLS and compare these responses with existing BRE records.</p> <div> <div>_____</div> <div>_____</div> </div> <div> <div>Printed Name</div> <div>Signature</div> </div> <div>_____</div> <div>Date of Signature</div>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS view the ([License Status & Deficiency Quick Guide](#)) for further instruction.

WHO TO CONTACT – Contact Bureau of Real Estate licensing staff by phone at 877-373-4542.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.