

# REQUEST FOR DUPLICATE LICENSE

RE 225 (New 6/07)

Received Date

- ✓ This form is to be used to request duplicate license certificates only.
- ✓ Only one type of duplicate license can be ordered per form.
- ✓ Changes to license records can not be made using this form.
- ✓ **Read instructions on reverse side before completing.**
- ✓ Use **eLicensing** for duplicate licensing requests.
- ✓ Brokers **cannot** use a single form to request a duplicate branch license for **both** an individual license **and** a corporation license at the same time.

TYPE OF LICENSE CERTIFICATE REQUESTED (CHECK ONE BOX ONLY):

- Salesperson (Complete Section I)
- Broker (Complete Section II)
- Officer (Complete Section III)
- Branch (Complete Section IV)

- ✓ Submit a \$15 fee for each license certificate requested

## I. SALESPERSON INFORMATION

1. SALESPERSON'S NAME - LAST, FIRST, MIDDLE

2. LICENSE ID NUMBER

## II. BROKER INFORMATION

1. BROKER'S NAME - LAST, FIRST, MIDDLE

2. LICENSE ID NUMBER

## III. OFFICER INFORMATION

1. OFFICER'S NAME - LAST, FIRST, MIDDLE

2. CORPORATION ID NUMBER

3. CORPORATION NAME

## IV. BRANCH INFORMATION

1. BROKER/CORPORATION NAME

2. BROKER OR CORPORATION ID NUMBER

A. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)

2ND LINE OF ADDRESS, IF ANY

CITY

CA

ZIP CODE

B. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)

2ND LINE OF ADDRESS, IF ANY

CITY

CA

ZIP CODE

C. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)

2ND LINE OF ADDRESS, IF ANY

CITY

CA

ZIP CODE

3. SIGNATURE OF LICENSEE

DATE



## FOR DRE USE ONLY

PROC. #	DATE PROCESSED	COMMENTS

**READ THE FOLLOWING INFORMATION BEFORE COMPLETING FORM.****Try eLicensing**

- ✓ **eLicensing** — It's quick and it's easy. Licensees can perform the following transactions using the **eLicensing** system at **www.dre.ca.gov**:
  - Duplicate license requests for Broker, Salesperson, Officer and Branch Offices
  - Broker and salesperson renewals;
  - Salesperson requests to change employing broker;
  - Mailing address and broker main office changes; and
  - Automated fee payment and processing.

**General Information**

- ✓ Type or print clearly in ink (black or blue; do not use red).
- ✓ Business and license mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying a license mailing address.
- ✓ If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

**Instructions**

This form is to be used to request duplicate license certificates only. Changes to license records cannot be made using this form. If you are updating your mailing and/or main office address and want the change(s) to be reflected on this new duplicate license, you must attached the appropriate change form to this request. Use the appropriate change application for all other changes (refer to License Change Instructions (RE 211) for further information).

**Note:** Rather than requesting a duplicate license, you may make the address change on your existing license; date and initial the change.

**Examples which require the use of more than one form:**

- Broker wishes to request a duplicate branch license for an individual license and a corporation license.
- Branch office licenses for **two or more** corporations must use two or more separate forms.

**Fee & Mailing Information**

A fee of \$15 is required for each duplicate license requested.

This request and fee may be submitted in person at any district office or mailed to the Sacramento office.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card.

- Make check or money order payable to: **Department of Real Estate**
- If submitted by mail, a Credit Card Payment (RE 909) form must accompany this request to charge the fee.

**Mail To:** Department of Real Estate  
P.O. Box 187000  
Sacramento, CA 95818-7000

**PRIVACY INFORMATION:** Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate  
2201 Broadway  
Sacramento, CA 95818

Managing Deputy Comm. IV  
Licensing, Exam., & Education  
Telephone: (916) 227-0931

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Providing your social security number on this application is optional, but can assist DRE in correcting any future social security number discrepancies. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).