

# DESIGNATED AGENT APPLICATION (PRLS)

RE 256 (Rev. 8/02)

## GENERAL INFORMATION

- Please read RE 254 and information on pages 3 and 4 before completing this application.
- Type or print clearly in ink.

1. NAME OF APPLICANT (LAST, FIRST & MIDDLE)

2. MAILING ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

3. DO YOU RESIDE IN CALIFORNIA?

 YES

 NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

4. BUSINESS TELEPHONE

5. RESIDENCE TELEPHONE

6. SOCIAL SECURITY NO.  
(see *Privacy Notice*)

7. BIRTH DATE

8. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

 NO

 YES

IF YES, LIST NAME(S) USED.

9. HEIGHT

10. WEIGHT

11. EYE COLOR

12. HAIR COLOR

13. GENDER

 M

 F

14A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN ANY STATE, INCLUDING CALIFORNIA?

 NO

 YES

IF YES, COMPLETE 14B – 14D.

14B. TYPE OF LICENSE

14C. EFFECTIVE DATE

14D. IDENTIFICATION NUMBER

15A. HAVE YOU EVER BEEN A PRLS DESIGNATED AGENT?

 NO

 YES

IF YES, COMPLETE 15B – 15C.

15B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION

15C. DATES EMPLOYED (FROM—TO)

## FOR DRE USE ONLY

IDENTIFICATION NUMBER

EFFECTIVE DATE

EXPIRATION DATE

VIOLATION

PRINTS SENT

COPY TO PRLS CONTRACT REVIEWER

PROCESSOR'S NUMBER

COMMENTS



**General Information**

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that 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 pre-printed information and are using the latest version of the form.

**Designated Agent Information**

A designated agent may only supervise PRLS activities at one location licensed by the PRLS individual or corporation.

To supervise at a different location the PRLS licensee must notify the Department of the change within five days.

**Completion Information**

All questions on page 2 must be answered and fully explained. **Insufficient or no explanations will result in a significant delay in processing this application.**

**FINGERPRINT REQUIREMENT**

One set of classifiable electronic fingerprints is required from every license applicant unless the applicant is currently licensed by the DRE, the applicant's license expired less than two years ago, or the applicant had designated officer or designated agent status during the last two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

**Completion & Submission of Live Scan Service Request (RE 237)**

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original license application and the appropriate license fee.

**Fees**

Designated agent applicants who reside in California will pay a \$56 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

**Fingerprint Services (Contact the facility for fees and hours)**

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by calling the Sacramento Office of the Department of Real Estate at (916) 227-0931, or by

checking the Web site of the California Department of Justice at <http://caag.state.ca.us/fingerprints/publications/contact.pdf>. Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary.

Sylvan/Identix Fingerprint Centers also provide live scan fingerprint services at over twenty locations throughout California. You may call 1-800-315-4507, Monday–Friday, 8:00 A.M. to 5:00 P.M., to schedule an appointment.

**Out-of-State Applicants**

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the Designated Agent Application. The \$56 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

**Mailing Information**

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

**Privacy Notice**

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      Managing Deputy Commissioner IV  
2201 Broadway                      Licensing  
Sacramento, CA 95818              Telephone: (916) 227-0931

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

Social Security Number is voluntary for unlicensed Officer/Directors/Shareholders applicants.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. 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 enforcement 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 regulatory section, and to answer inquiries and give information to the public on license status, business address 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 other regulatory agencies (e.g., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).