



# Real Estate License Transfer, Name Change or Reactivation Application

You can use this form to change your name, transfer or reactivate your license. If you are applying for your first broker or managing broker license or reinstating your license, use form **RE-620-004**, Real Estate License Application. Send this completed form and any required documents to:

**Real Estate Licensing  
Department of Licensing  
PO Box 9021  
Olympia, WA 98507**

(360) 664-6500 or (360) 664-6488

### To transfer your license:

Complete this form and return your current license showing the office you are leaving.

### To change your name:

Complete with this form and enclose a brief letter stating what your name is being changed to and from.

Check all that apply:

- Transfer
- Name change
- Reactivation

### Applicant information – Incomplete applications will not be processed.

TYPE or PRINT Name (as it appears on your license, if applicable)			Date of birth	
Home address			(Area code) Telephone number	
City	State	ZIP code	Email	
<p>Answer the following</p> <p>If you answer "Yes" to questions 1-5, attach a letter of explanation. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, and disposition of charges.</p> <p>1. With the exception of motor vehicle violations, have you been convicted of a gross misdemeanor or felony, in this or any other state, by the federal government or by any other jurisdiction within the past ten years? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment, in this or any other state, by the federal government or by any other jurisdiction? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused, or denied, in this or any other state, by the federal government or by any other jurisdiction in the past ten years? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction, in this or any other state, by the federal government or by any other jurisdiction in the past ten years? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Are you currently required to register as a sex offender in this state or any other state? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, in which state _____ and county _____</p>				

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place signed	<b>X</b> Applicant signature
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**NOTICE:** The Department of Licensing may enter your real estate firm's licensed office location at reasonable times to inspect the records that you are required to keep by the statutes and rules that govern the license for which you are applying. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing DOL with the requested documents and a written explanation of the matter contained in a complaint upon the Department's request.

