

REAL ESTATE COMMISSION

Tel: 605.773.3600 | Fax: 605.773.7175 | dlr.sd.gov/realestate

Dear Candidate:

Congratulations on passing the South Dakota real estate State licensing exam. Following this letter is a license application for your completion. Please complete all items on the application, include all documentation requested and submit to the Commission office with the application fee of \$225. An incomplete application or an application with missing documents will be returned. Pursuant to the Administrative Rules of the Real Estate Commission, you have 60 days from the date of the exam report to file a license application. The exam score for any application received after the 60 days is void. Please allow 2 to 4 weeks to process your application.

All applicants for licensure must submit to a state and federal criminal background check. Please contact the Commission office to request a set of DCI and FBI fingerprint cards. Return these cards to the Real Estate Commission with your completed application and a separate check for \$43.25 made payable to DCI. Please be sure to sign and date the DCI fingerprint card on the back to avoid having the cards returned for signature and prolonging your application completion. For best results, complete the fingerprints at a law enforcement agency or fingerprint office.

Upon approval of your application, you will receive an e-mail informing you that your license will remain on an inactive status until requested by a responsible broker with whom you wish to associate. If you wish to activate the license immediately, your responsible broker will need to complete the Qualifying Broker section included in this application.

Every active licensee is required to carry errors and omissions insurance. You will need to contact the group insurance company directly at http://www.risceo.com/states/south-dakota to enroll in the group policy. If you wish to enroll in another errors and omissions insurance policy, you will need to provide your certificate of coverage from your insurance company to the real estate commission prior to being issued a license.

If you will be maintaining your license on an inactive status, please keep the Commission informed of your email and mailing address so that you will continue to receive all communication from the Commission.

If you have any questions, please contact the Commission office. Thank you.

South Dakota Real Estate Commission

SDREC-NONRES APP Rev. 01/2025

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

SOUTH DAKOTA REAL ESTATE COMMISSION

Tel: 605.773.3600 Fax: 605.773.7175 dlr.sd.gov/realestate

APPLICATION FOR REAL ESTATE LICENSE – NONRESIDENT

To: South Dakota Real Estate Commission 217 W. Missouri Ave.
Pierre. South Dakota 57501

For Commission Use Only	
Receipt No.	
Exam Date	
DCI/FBI	
Approval Date/By	
License No.	

Every question must be answered, or the application will be returned for completion.

- ♦ Non-refundable application fee of \$225.00 must accompany application (mailed).
- Certificate of Licensure for a current and active license in another state (uploaded or mailed).
 - Certificates of Licensure for any states in which you have held or currently hold a real estate license (uploaded or mailed).
- Original score report must accompany application (mailed).
- Errors and omissions certificate of coverage must accompany application (uploaded or mailed).
- Application must be filed within 60 days after passing the examinations.
- ◆ Completed SD and FBI fingerprint cards and separate check for \$43.25 made payable to DCI must accompany application (mailed). <u>or</u>
 - Complete an electronic fingerprint card with your local livescan agency and pay online at www.atg.sd.gov.
- Please allow 2 to 4 weeks to process your application.

In compliance with SDCL 36-21A, I hereby make application for a real estate license by way of reciprocity. The answers provided in this application are submitted UNDER OATH. Any applicant who willfully and contrary to such oath shall state or subscribe any material fact which they do not believe to be true is guilty of perjury. In addition, registration may be refused, suspended, or revoked if the applicant has filed an application which is incomplete in any material respect or contains any statement which was, in the light of the circumstances under which it was made, false or misleading with respect to any material fact.

1.	Mr. or Ms.		<u> </u>			SS Number: _	
		First	MI	Last			
2.	Address:						
		Street		City	State	Zip Code	County
3.	Telephone:		(where you	can be read	ched between	8 am and 5 pm)	
4.	Date of Birth:		U.S.	Citizen?	Yes	No	
5.	E-mail address:						
6.		, or have you ever held nber:		real estate	e license?	Yes No	
7.	Firm or trade name u	nder which you expect t	to do business, o	r firm with	whom you v	vill be associated	l:
8.	Business address: _						
			(Street)			
	(City)	(State)	(Zip)		(County)		(Telephone)

9.	Current and active license type held in another state:	Broker Associate	Broker	Salesperson
10.	Give below the most recent place where you have been entered of the business, your employer, their address, position you for the entire period of the last five years.			-
	Employer Full Address			
	Position held			to
11.	. Do you currently or have previously held any profession insurance, CPA, pharmacists, etc.) in South Dakota or an	·	ses, other than Yes No	real estate (architect,
12.	If "yes", submit details in a separate report. Have any of the above licenses ever been suspended or If "yes", submit details in a separate report.	revoked? Yes	No	
13.	List on a separate report all states in which you are now auctioneer, property manager, residential rental agent, ho is required from the Real Estate regulatory agency licensed and must be submitted with your applicatio	ome inspector or timesh in ANY jurisdiction i	are agent. A cer	tification of licensure
14.	. Have you ever been engaged in litigation, either as plair	ntiff or defendant, involv	ring the sale or p	ourchase of real estate
	or the payment of a commission during the past five years	s, or are you now engaç	ged in such litiga	tion? Yes No
	If "yes", give full details including date and name of court, in	a separate report.		
15.	. Are there any unpaid court judgments against you at this If "yes", give date, name of court and amount, in a separate		No	
16.	f. Have you ever been convicted of, pled guilty or nolo conforgery, embezzlement, obtaining money under false proconspiracy to defraud, felony or misdemeanor involving the "yes", explain on a separate sheet giving date, place, and	retenses, conversion, i g moral turpitude, or ot	ssuing bad checher her like offenses	cks, extortion, crimina? Yes No
17.	. Do you owe \$1,000 or more in accumulated child suppor If "yes", have you made satisfactory arrangements with the	-		
18.	Has your application for a real estate license ever been re or any other jurisdiction? Yes No If "yes", state where, giving exact date and full details on se		evoked or suspe	nded, in South Dakota
19.	. Have you read and do you understand the South Dakot rules of the Real Estate Commission? Yes No		w as amended	and the administrative

The foregoing statements are made for the purpose of procuring a South Dakota real estate license by way of reciprocity. I hereby consent that these statements may be used as evidence by the Real Estate Commission of the State of South Dakota, or in any court in South Dakota where a violation of the said Real Estate Law is claimed.

I also expressly acknowledge that the South Dakota Real Estate Commission has the right to further investigate the responses contained in this application. I hereby authorize and grant the Commission the right to conduct a state and federal criminal background check by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation and to enlist a consumer reporting agency to furnish the Commission with a consumer report reflective of the nature and extent of any current or unpaid judgments, if any, as all of same are intended to provide the Commission with accurate information regarding my trustworthiness and competency to act as a real estate licensee in the State of South Dakota.

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Read the Privacy Act Statement on the next page before signing.

Date	Signature o	of Applicant	
ust be Completed by Qualifying Broker for ccept the responsibility for the actions of the	above licensee and give consent	for licensee to do bu	siness with t
mpany listed below: (If the above licensee wa This section must be completed by the			
Firm Name	Firm License #	Firm Pho	ne #
Firm Street Address	City	otate	Zip Code
Firm Street Address Firm Mailing Address	CityCity	State	Zip Code

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

The FBI Privacy Act Statement can be found at https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement.

Applicant Notification of Procedures for Obtaining an Amendment to an FBI Record

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.