

ALABAMA REAL ESTATE COMMISSION  
ADMINISTRATIVE CODE

CHAPTER 790-X-2  
LICENSURE

790-X-2-.01      Documentation Required For License Issuance.

The following items shall be required for documentation of licensing requirements:

(1) All applicants shall be at least 19 years of age as evidenced by a copy of a valid driver's license, U. S. passport, birth certificate or any other documentation acceptable to the Alabama Real Estate Commission.

(2) All applicants for a temporary salesperson, original salesperson, or broker's license shall certify on the appropriate application form that he or she is either a citizen of the United States, or is a permanent resident alien, or is legally present in the United States. Additionally, every applicant shall provide documentation of their status. This documentation shall be in the form of a photocopy of any one of the below listed documents, and shall be attached to the application form submitted to the commission office:

(a) Driver license or non-driver identification issued by any state of the United States; or

(b) Birth certificate issued by any state in the United States; or

(c) Permanent Resident Card, commonly known as a "green card"; or

(d) Any visa issued by the United States; or

(e) Any other documentation issued by the United States indicating legal presence in the United States.

(3) All applicants shall document their state of residence as evidenced by a photocopy of any one of the below listed documents:

(a) current driver's license; or

(b) car tag receipt; or

(c) deed to a home; or

- (d) lease agreement on a home or residential apartment;  
or
- (e) property tax bill; or
- (f) voter's registration card; or
- (g) other document acceptable to the Alabama Real Estate Commission.

(4) All applicants for a reciprocal license shall submit an official "Certificate of Licensure" form (license history) from the state where the applicant holds a current license. The Certification of Licensure shall be issued within the 120-day period prior to the issuance of the Alabama license. At minimum it shall show:

- (a) Name and address of the licensee; and
- (b) Status of the license (current, renewed, not renewed, expired, lapsed, etc.) and
- (c) Type of license (salesperson, broker, etc.); and
- (d) Period of time the license has been active and inactive over at least the previous 36 months; and
- (e) If the applicant passed an examination; and
- (f) Whether the examination consisted of the national and state portion or only the state portion; and
- (g) Record of any disciplinary action against the licensee; and
- (h) Any other documentation the Commission may require.

(5) All applicants who completed high school in the United States, except those applying for a reciprocal license and those who were home schooled, shall show proof of high school graduation by providing a photocopy of one of the below listed documents:

- (a) High school diploma; or
- (b) High school transcripts showing graduation date; or
- (c) GED Certificate; or
- (d) College diploma; or
- (e) College transcripts showing completion of a minimum of two full terms (quarters or semesters); or

(f) Teaching certificate; or

(g) DD-214 showing verification of high school completion.

(6) All applicants who were home schooled in the United States shall provide a notarized transcript, a letter of recommendation from the home school group leader, or a diploma signifying completion of all requirements.

(7) All applicants who completed high school outside the United States shall provide one of the following:

(a) A transcript or diploma from a United States college showing that the applicant's high school education was sufficient to allow the applicant to be admitted into a post-secondary education program; or

(b) A transcript or diploma translated into English from either the high school or college the applicant attended in another country.

**Author:** Alabama Real Estate Commission

**Statutory Authority:** Code of Ala. 1975, §§34-27-8, 34-27-32.

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