



## REAL ESTATE COMMISSION

Tel: 605.773.3600 | Fax: 605.773.7175 | [sdrec.sd.gov](http://sdrec.sd.gov)

Dear Candidate:

Congratulations on passing the State specific portion of the exam. Following this letter is an application you must file with the South Dakota Real Estate Commission for a nonresident license. Please complete all items on the application, include all documentation requested and submit to the Commission office with the application fee of \$225. Also, please request a Certificate of Licensure from your jurisdiction's Real Estate Department to be included with your application. 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 3 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 check for \$43.25 made payable to DCI. Please be sure to sign and date the DCI finger print 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.

Every active licensee is required to carry errors and omissions insurance. Proof of errors and omissions insurance must be on file with this office before your license can be activated. This can be obtained through the real estate commission group insurance by visiting [www.risco.com/states/south-dakota/](http://www.risco.com/states/south-dakota/) or an insurance carrier of your choice. If you already have insurance, a Certificate of Coverage (form included) or an ACORD Certificate of Liability Insurance must accompany your application. If submitting an ACORD Certificate of Liability Insurance, the South Dakota Real Estate Commission, 221 West Capitol Ave, Suite 101, Pierre, SD 57501 must be listed as the Certificate Holder.

State statute requires that sales tax be paid on all commissions. If you are a responsible broker, please contact the South Dakota Department of Revenue and Regulation Business Tax Division at 605.773.5141.

Sincerely,

*Stephanie Howard*

Licensing Program Administrator  
Real Estate Commission

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**SOUTH DAKOTA REAL ESTATE COMMISSION**

Tel: 605.773.3600 Fax: 605.773.7175 sdrec.sd.gov

**NON-RESIDENT APPLICATION**

Choose one: Salesperson

Broker/Broker Associate

To: South Dakota Real Estate Commission  
221 West Capitol Ste 101  
Pierre, South Dakota 57501

For Commission Use Only

License No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
CS \_\_\_\_\_  
Exam Date \_\_\_\_\_  
DCI/FBI \_\_\_\_\_  
Approval Date/By \_\_\_\_\_  
Granted \_\_\_\_\_

- ◆ **Application must be filed on original form.**
- ◆ **Application must be carefully and legibly printed or typed. Every question must be answered or the application will be returned for completion.**
- ◆ **Non-refundable application fee of \$225.00 must accompany application.**
- ◆ **Original score report must be included if South Dakota state portion of exam was taken.**
- ◆ **Certificates of licensure issued within 30 days of the application must be included.**
- ◆ **Certificate of coverage for errors and omissions insurance or application and correct fee must be included.**
- ◆ **Request for license from a responsible broker must accompany application.**
- ◆ **Completed fingerprint cards and check for \$43.25 made payable to DCI must accompany application.**
- ◆ **Please allow 2 to 3 weeks to process your application.**

In compliance with SDCL 36-21A, I hereby make application for a real estate license. 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 he does 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 light of the circumstances under which it was made, false or misleading with respect to any material fact.

Date

1. Mr.     or Ms.

(Please print full name)

Social Security Number

2. Residence address

(PO Box or Street)

(City)

(State)

(Zip)

(County)

(Daytime Telephone)

3. Date of Birth

U.S. Citizen?    Yes            No

No

State of Residency

4. E-mail address

5. Give below the places where you have been engaged in any kind of business or vocation, accounting for the entire period of the last five years.

Employer

Address

Nature of business

Position held

from

to

Employer

Address

Nature of business

Position held

from

to

Employer

Address

Nature of business

Position held

from

to

6. List all professional/occupational licenses, not regulated by the Real Estate Commission (appraiser, architect, attorney, insurance, CPA, pharmacists, etc.) that you presently hold or previously have held in South Dakota or any other jurisdiction. If none, check here:

License

Jurisdiction

From

to

License

Jurisdiction

From

to

7. Have any of the above licenses ever been suspended or revoked? Yes No If "yes", submit details in a separate report.

8. List all jurisdictions in which you are now or have been licensed as a real estate salesperson, broker, auctioneer, property manager, residential rental agent, home inspector or timeshare agent. **A certification of licensure is required from the Real Estate Commission in ANY jurisdiction in which you are now or have been licensed and must be submitted with your application.**

Type

Jurisdiction

Dates: From

to

Type

Jurisdiction

Dates: From

to

Type

Jurisdiction

Dates: From

to

9. If now licensed or previously licensed, has that license ever been disciplined? Yes No If "yes", submit details in a separate report.

10. If presently licensed as a salesperson in South Dakota, give your license number. ~

11. Have you ever been engaged in litigation, either as plaintiff or defendant, involving the sale or purchase of real estate or the payment of a commission during the past five years, or are you now engaged in such litigation? Yes No

If answered "yes", give full details including date and name of court.

12. Are there any unpaid court judgments or liens against you at this time? Yes No If answered "yes", give date, name of court and amount

13. Have you filed a Petition in Voluntary Bankruptcy in the last seven years, or has an Involuntary Petition in Bankruptcy been filed against you? Yes No If answered "yes", has the bankruptcy been discharged? Yes No

14. Have you ever been convicted of, pled guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud, or other like offenses? Yes No If answered "yes", explain on a separate sheet giving date, place, and full particulars and attach as part of this application.

15. Have you ever been convicted of or pled guilty to a felony? Yes No If answered "yes", explain on a separate sheet giving date, place, and full particulars and attach as part of this application.

16. Have you ever been convicted of or pled guilty to a misdemeanor involving moral turpitude? Yes No If answered "yes", explain on a separate sheet giving date, place and full particulars and attach as part of this application.

17. Is there now pending against you any charge or charges as outlined in questions number "13", "14" and "15"? Yes No  
If answered "yes", explain giving date, place, and full particulars

18. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota? Yes No If "yes", have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages? Yes No

19. Has your application for a real estate license ever been rejected or your license revoked or suspended in South Dakota or any other jurisdiction? Yes No If "yes", state where, giving exact date and full details on separate sheet.

20. Have you read and do you understand the South Dakota Real Estate License Law and the Administrative Rules of the Real Estate Commission? Yes No

21. Do you understand that:

A change of address of your place of business without notification to the Real Estate Commission may result in cancellation of your license? .....

You are not entitled to receive compensation as a real estate salesperson or broker associate from anyone except the broker who employs you? .....

You cannot sell real estate for a fee or commission without first obtaining a real estate salesperson's or broker associate's license from the Real Estate Commission? .....

The division of a commission with an unlicensed person is cause for disciplinary action? .....

Your license certificate must be kept in the custody of your employing broker; that immediately upon termination of employment you must return your pocket card to your broker who must return your license certificate and pocket card to the commission? .....

Any false statement in your application for a license is cause for suspension or revocation of your license? .....

A violation of any of the provisions of the South Dakota Real Estate License Law or Administrative Rules of the Commission is cause for disciplinary action? .....

### EDUCATION

Secondary (highest grade completed) 9 10 11 12 GED

Post-secondary (College – Technical school) School and location

Certificate/Degree

Other education

The foregoing statements are made for the purpose of procuring a South Dakota real estate license. 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.

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(Signature of Applicant)

CERTIFICATE OF COVERAGE

SOUTH DAKOTA REAL ESTATE COMMISSION

REAL ESTATE AGENT'S ERRORS & OMISSIONS INSURANCE

For those South Dakota licensees insured by a private carrier pursuant to SDCL 36-21A-119 to 36-21A-123, and ARSD Chapter 20:69:15

I certify that the insurance company listed below is an admitted carrier in South Dakota. I further certify that:

Licensee Name: \_\_\_\_\_

License Number: \_\_\_\_\_ Type: Broker \_\_\_\_\_ Sales \_\_\_\_\_ Auctioneer \_\_\_\_\_  
Property Manager \_\_\_\_\_ Licensed Firm \_\_\_\_\_

Real Estate Company: \_\_\_\_\_

Address: \_\_\_\_\_

is insured against claims resulting from professional acts for real estate brokerage as contemplated in SDCL 36-21A-6 and 36-21A-12 and conditions of coverage as those required by the South Dakota Real Estate Commission specifications contained in ARSD Chapter 20:69:15.

If coverage for the licensee insured in this policy is to be lapsed or nonrenewed, the providing company must notify the South Dakota Real Estate Commission, 221 West Capitol Ste 101, Pierre, SD 57501-2017 of its intent to lapse or nonrenew the coverage a minimum of 30 days before the expiration date of the term. If the insurance is cancelled for non-payment of premium, the company must notify the Commission at time of cancellation.

Insurance Company Name: \_\_\_\_\_

Company  
Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Effective Dates: from \_\_\_\_\_ to \_\_\_\_\_

Policy Limits: Each claim \_\_\_\_\_; Aggregate \_\_\_\_\_ Deductible \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative of insurance company)

Address: \_\_\_\_\_

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**REQUEST FOR LICENSE ACTIVATION**

**PART A: To be completed by licensee activating**

I hereby request that my real estate license be issued to the undersigned registered company and qualifying broker

\_\_\_\_\_  
Agent's Name (Please Print) Signature of Agent

Home Address \_\_\_\_\_  
Street Address City State Zip Code

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

License No. \_\_\_\_\_ License Activation Date \_\_\_\_\_

**PART B: To be Completed by Qualifying Broker**

I accept the responsibility for the actions of the above licensee and give consent for licensee to do business with the company listed below:

\_\_\_\_\_  
Qualifying Broker's Name (Please Print) Signature of Qualifying Broker

\_\_\_\_\_  
Company Name Company License No. (If Firm has a separate license)

\_\_\_\_\_  
Company Street Address City State Zip Code

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
Company E-mail Address Company Telephone Number

\_\_\_\_\_  
Date

**RETURN TO: South Dakota Real Estate Commission – 221 W Capitol Ave Ste 101 – Pierre, SD 57501  
PHONE: 605.773.3600**