



COMMONWEALTH OF MASSACHUSETTS
Division of Professional Licensure
Board of Registration of Real Estate Brokers and Salespersons

1000 Washington Street, Suite 710, Boston MA 02118
Phone: 617-727-2373 Email: realestateboard@mass.gov
Website: www.mass.gov/dpl/boards/re

APPLYING FOR AN RECIPROCAL BROKERS & SALESPERSONS LICENSE

INTRODUCTION

[Reciprocal Licensure](#). The Board may issue a real estate salesperson or broker's license to individuals licensed in other states or jurisdictions without requiring the satisfaction of the education and examination requirements where such other state or jurisdiction has laws similar to the Commonwealth governing the practice of real estate brokering and extends the same privilege to licensed Massachusetts real estate brokers and salespersons. Applicants for reciprocal licensure shall apply on the form provided by the Board and pay the prescribed fee.

HOW TO APPLY

Beginning in 2018, all applications must be submitted online through the Division of Professional Licensure's (DPL) [ePLACE portal](#). In addition to completing the informational portions of the online application, applicants are required to upload electronic copies of all supporting documents. Please review the list below for a summary of the required documents. Applicants are advised that they should retain original copies of all supporting documents and that they may be required to submit original copies to the Board at a later date, if requested.

REQUIRED DOCUMENTS

Please review the list below for a summary of the documents required for the business license type for which you are applying:

- A certified letter of Good Standing issued by the reciprocating state.
- Applying as a broker a Surety Bond in the amount of \$5,000 in the name of the applicant, issued by a Board-approved [Real Estate Bond Company](#) is needed. You are required to obtain this prior to submitting the application.
- A notarized [Criminal Offender Record Information \(CORI\) Authorization Form](#) completed and signed by the applicant.
- A recent, color photograph of the applicant (passport-style headshot).
- If applicable, an official letter or certificate of standing for each professional license held by the applicant in any other jurisdiction. Please note that the letter or certificate must have been issued within ninety (90) days of the date of submission of this application.

- If applicable, an explanatory document detailing all prior or pending disciplinary actions against any professional license held by the applicant in any jurisdiction, foreign or domestic. Please include certified copies of any disciplinary documents or official records of the disciplinary action.
- If applicable, an explanatory document detailing all prior felony or misdemeanor convictions against the applicant in any jurisdiction, foreign or domestic. Please include copies of certified court records related to the conviction.

APPLICATION FEE

The application fee and license fee are charged at the same time when application is submitted. The fee is prorated based on applicants date of birth. The fee is payable at the end of the online application process, by credit card, debit, card, or bank account. Please note that there is a separate convenience fee charged by DPL's vendor for certain online payment transactions.

APPLICATION REVIEW AND PROCESSING TIME

Please note that it takes a minimum of ten (10) business days for the Board to review and approve a real estate business application. The Board will only review complete applications. Failure to submit all required information or supporting documents will result in your application being deemed incomplete or denied.

APPLICATION APPROVAL AND LICENSE ISSUANCE

Once approved, the Board will mail an approval letter to the mailing address provided by the applicant during the application process. Your license information will be added to DPL's public "[Check a License](#)" database within twenty four (24) to forty eight (48) hours of issuance.

QUESTIONS

Question regarding the real estate business license application process should be directed to the Board office calling 617-727-2373 or emailing RealEstateBoard@mass.gov.

###