



Nebraska Real Estate Commission

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LICENSE RECOGNITION APPLICATION AND LICENSE ISSUANCE CHECKLIST

Below are the procedures and a checklist of items needed to complete for the application process. Completed applications, fees, and all required documentation must be submitted to the Commission utilizing the online form and portal as explained below. The staff of the Real Estate Commission will review the application materials in 24-48 hours, prequalify applicants, and notify applicants of approval to sit for the examination. The entire process takes approximately 4-6 weeks.

APPLICATION OVERVIEW

Nonresident Brokers-in-charge must do business in Nebraska in the same manner as they do in their resident real estate regulatory jurisdiction. Nonresident salespersons or associate brokers may be employed and supervised in a manner other than that in which their resident license is held as long as it is in compliance with Nebraska License Law.

If you presently hold a real estate license in your state of residence and are moving to Nebraska, or if you have already moved to Nebraska and still hold a license in your previous state of residence, you may acquire the equivalent license in Nebraska by completing the following items. You must live in Nebraska before the license can be issued.

I currently have the following type of License in my resident jurisdiction:

Please select one of the following and submit the documents in the applicable sections below:

- ☐ I am a Salesperson (submit items listed in Section A and C)
- ☐ I am an Associate Broker (submit items listed in Sections A and C)
- ☐ I am a Designated Broker (submit items listed in Sections A and D)
- ☐ I am an Inactive Salesperson (submit items listed in Section A and B)
- ☐ I am an Inactive Broker (submit items listed in Sections A and B)

A. APPLICATION ITEMS NEEDED FOR ALL APPLICATIONS

You will need to submit the following items to the Commission Office:

- ☐ **Submit the Application Form** – make sure the form is complete and all of the questions are answered fully.
 - Real Estate Broker Application: <https://nrec.igovsolution.net/online/initial/initial.aspx?id=9>
 - Real Estate Salesperson Application: <https://nrec.igovsolution.net/online/initial/initial.aspx?id=14>
- ☐ **Remit the Application Fee** - see current fees located on our website at:
<https://nrec.nebraska.gov/sites/default/files/doc/Commission/fees.pdf>
 - **Fees are non-refundable.** Any check returned by an applicant's financial institution will be subject to a \$30.00 processing fee. American Express, Discover, Visa or MasterCard will be accepted, debit cards will NOT be accepted.
- ☐ **Create Your Applicant Portal** - a checklist is available on your portal, once you have submitted your online application form, to review and follow updated items necessary to get licensed
<https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- ☐ **Photo** - Submit a photograph which meets the following criteria: head-and-shoulders photo of the applicant only, at least 2" x 2" in size, which was taken within the last year. Snapshots and digital photographs are acceptable if they meet these criteria. Do not include copies of your driver's license or passport.
- ☐ **Submit the Acknowledgement of Personal Jurisdiction** – form located at:
<https://nrec.igovsolution.net/online/Apps/ACKNOWLEDGEMENTOFPERSONALJURISDICTION>
- ☐ **Submit a Certification of Licensure History** - file with the Commission a duly certified copy of the license issued to the applicant by his or her resident regulatory jurisdiction or provide verification of such licensure to the commission, such as a Certification of License History, verifying that the applicant's license is current and in good standing

Nebraska License Law Course #0604R - course completion verification received electronically from the education provider.
Course information is located at: <https://nrec.nebraska.gov/sites/default/files/doc/Education/0604R%20Course%20Info.pdf>

CRIMINAL BACKGROUND CHECK PROCESS- PURSUE THE FINGERPRINT PROCESS AS SOON AS POSSIBLE

- The Nebraska Real Estate License Act requires all applicants for original licensure as a real estate salesperson or broker to undergo a criminal background check utilizing fingerprints. This includes both resident and nonresident applicants.
 - Once the license application has been completed online and filed with the Commission, you will be sent the fingerprint cards used to complete the background report along with the recommended procedures. Failure to follow the procedures attached to the fingerprint cards could cause a delay in processing.
 - TIP: Pursue the fingerprint process as soon as possible
We recommend submitting the application and payment immediately so that we can send you the necessary cards and you can proceed through the fingerprinting process most expediently. Be aware that it is taking on average 4-6 weeks for criminal reports to be received in the Commission office.
- ☐ REMIT PAYMENT - Background check fees are paid directly to the State Patrol
- ☐ NOTIFICATION ONCE BACKGROUND REPORT IS RECEIVED BY THE COMMISSION
- When the criminal background report has been received in the Commission office an email will be sent to the applicant indicating either:
 - i. the application is complete, and an appointment may be made to take the examination,
 - ii. the application is incomplete and to review the portal for the items remaining for a complete application.
- ☐ FINGERPRINT BASED BACKGROUND CHECK DISCLOSURE
- Identification records obtained may not be disseminated outside the Nebraska Real Estate Commission. If the information on the record is used to disqualify an applicant, the Commission will provide the applicant the opportunity to comply or challenge the accuracy of the information contained on the record. The Commission should not deny the application based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information or has declined to do so.
 - An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record, the applicant should be advised that the procedures to change, correct, or update the record are set forth below:
Title 28, CFR, section 16.34 – Procedure to obtain change, correction or updating of identification records.
 - If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the requested information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Data Search Will Be Completed By the Commission

- All applicants for a Nebraska Real Estate License are subject to a real estate license history data search to determine whether any disciplinary action has been taken against the applicant in any other real estate jurisdictions. Applicants with criminal convictions and/or a history of disciplinary action in this or in other jurisdictions are subject to the guidelines specified in the Policies and Interpretations section of the License Law Manual.

Citizenship Attestation

- Nebraska Statutes 4-108 through 4-114 require the Nebraska Real Estate Commission to verify the lawful presence in the United States of any person who has applied for a professional license and should be enforced without regard to race, religion, gender, ethnicity, or national origin. Verification of lawful presence in the United States requires that the applicant attest, in a format provided, that he or she is a United States citizen; or he or she is a qualified alien under the federal immigration and Nationality Act. A qualified alien applicant shall have his or her employment authorization document verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security. The verification is required when you apply for a real estate license and with each two-year license renewal. If you are not a U.S. citizen, please make sure that you provide the correct immigration status and alien number as this number is used to verify employment eligibility. You must also be able to provide a copy of your USCIS documentation upon request.

The original application form and application fees are valid for only one year from the date of receipt in our office.

B. I WOULD LIKE MY LICENSE ISSUED ON INACTIVE STATUS

Applicants who want their initial Nebraska license issued on inactive status until an employing broker can be found need to submit the following items to the Commission office:

- _____ Remit the appropriate License Issuance Fee – the fee is required once all items needed to issue the license have been received. See current fees located on our website.
- _____ Submit the License Issuance Form – signed by applicant which requests that the license be issued on inactive status. The form is on your portal at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>

C. License Issued to a Broker (Salesperson or Associate Broker):

Applicants who will be performing licensed activities as a salesperson or associate broker (broker licensee working for an employing broker) in Nebraska need to submit the following items to the Commission office:

- _____ Remit the appropriate License Issuance Fee – the fee is required once all items needed to issue the license have been received. See current fees located on our website.
- _____ Submit the License Issuance Form - signed by applicant, agreeing to be employed by the broker and the employing broker, agreeing to employ the applicant as a salesperson or associate broker. The form is located on your portal at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- _____ Errors & Omissions Insurance Coverage – information and forms are located on our website: <https://nrec.nebraska.gov/sites/default/files/doc/License/errorsandomissionsinsuranceinfo.pdf>
 - If you obtain Errors & Omission insurance through a plan other than the Commission-offered plan, you must submit a [Certification of Equivalent Coverage form](#) completed by the insurer.
 - If you enroll in the [Commission-offered plan](#), the insurer will provide verification of coverage to the Real Estate Commission after your application and premium have been processed. **Verification of the insurance coverage must be received by the Real Estate Commission office before the active license will be issued.** Please allow at least 7-10 days for verification from Insurer.

D. License Issued as a Designated Broker (other than Associate Brokers)

Applicants who will be performing licensed activities as a designated or supervising broker (broker licensee NOT working for another broker) in Nebraska need to submit the following items to the Commission office:

NOTE: Your license in Nebraska is based off your license in your resident jurisdiction, therefore, you must be licensed to do business in the same manner.

- _____ Remit the appropriate License Issuance Fee – the fee is required once all items needed to issue the license have been received. See current fees located on our website.
- _____ Submit the License Issuance Form - signed by applicant, agreeing to be employed by the broker and the employing broker, agreeing to employ the applicant as a salesperson or associate broker. The form is located on your portal at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- _____ Errors & Omissions Insurance Coverage – information and forms are located on our website: <https://nrec.nebraska.gov/sites/default/files/doc/License/errorsandomissionsinsuranceinfo.pdf>
 - If you obtain Errors & Omission insurance through a plan other than the Commission-offered plan, you must submit a [Certification of Equivalent Coverage form](#) completed by the insurer.
 - If you enroll in the [Commission-offered plan](#), the insurer will provide verification of coverage to the Real Estate Commission after your application and premium have been processed. **Verification of the insurance coverage must be received by the Real Estate Commission office before the active license will be issued.** Please allow at least 7-10 days for verification from Insurer.
- _____ Submit the [Survey to Address the Presumption](#), if applicable. If your principle business will be in something other than real estate and you wish to supervise affiliated licensees, you will be required to overcome the presumption cited below:

"It shall be presumed that a duly licensed broker whose principal business is other than that of a real estate broker is unable to supervise licensed employees and said broker shall not be allowed to employ a real estate salesperson or an associate broker until such presumption is overcome by satisfactory evidence to the contrary."

- _____ Trust Account Information -
 - Open and maintain a Real Estate Trust Account(s) in an authorized financial institution located in Nebraska in the same name as the applicant will be doing business in Nebraska. The [Trust Account Consent To Examine form](#), which was included in the application packet, must be completed for each trust account and submitted to the Commission. **OR**
 - Complete and submit the [Commission Approved Trust Account Waiver Form](#) (if applicable)
- _____ Agency Policy Information
 - As a designated broker, please review the Agency Policy information and requirements which are required within 30 days of being licensed located at: <https://nrec.nebraska.gov/sites/default/files/doc/Legal/Trust%20Account/DBAgencyPolicy.pdf>
 - Review the Nebraska Real Estate Trust Account Manual which is in the License Manual located on our website at: <https://nrec.nebraska.gov/legal/commission-statutes-rules-and-regulations-and-other-references>
- _____ **Determine how s/he will be doing business as a broker.** An individual broker may operate in his/her own name (John Jones, Broker or John Jones, Real Estate Broker), under a trade name, as a corporation, as a partnership or as a limited liability company. (See additional requirements below)

Indicate the way(s) you will be conducting business to submit the required documents for the entity type(s):

- ☐ I will be doing business under my **Own Name** (no additional documents are required to be submitted)
- ☐ I will be doing business under my **Corporation or Professional Corporation (PC)** (submit items listed in Section 1)
- ☐ I will be doing business under my **Limited Liability Company** (submit items listed in Section 2)
- ☐ I will be doing business under my **Trade Name** (submit items listed in Section 3)
- ☐ I will be doing business under my **Partnership, LP or LLP** (submit items listed in Section 4)

1. Doing Business As A Corporation Or A Professional Corporation (PC)

- ☐ Register the Certificate of Authority to Transact Business in the State of Nebraska form with the Nebraska Secretary of State.
- ☐ Submit a copy of the certified Certificate of Authority to the Commission.
- ☐ Officers, home addresses & title for each listed – provide on a separate piece of paper and upload to Licensee Portal.
- ☐ Shareholders & Percentages– provide on a separate piece of paper. Upload to Licensee portal is desired.
- ☐ Corporate Subordination Resolution - If the designated broker is not the majority shareholder in the corporation, the Subordination Resolution form, which was included in the application packet, must be completed and submitted to the Commission. (Required **ONLY** if broker owns less than 51%) -
<https://nrec.igovsolution.net/online/Apps/CORPORATIONSUBORDINATIONRESOLUTION>
- ☐ If the corporation will be operating under a trade name, then a trade name filing must also be made in accordance with #3 below.
- ☐ Application for Registration as a Professional Corporation along with the \$25.00 fee (Required **ONLY** if you are a PC) – submit online at: <https://nrec.igovsolution.net/online/Login>
- Professional Corporation filing completed at the Nebraska Secretary of State's office (Required **ONLY** if you are a PC)- once you have filed the professional certificate, verification will be made by our office that it has been properly registered.

2. Doing Business As A Limited Liability Company

- ☐ Make proper filing with the Nebraska Secretary of State.
- If the LLC will be operated as a **non-resident** LLC, submit a copy of the certified Certificate of Authority to do business in Nebraska and a copy of the Articles of Organization, as approved by the Secretary of State, to the Commission with the application.
- ☐ Limited Liability Company Subordination Resolution (Required **ONLY** if less than 51% is owned by you)– the form is located at: <https://nrec.igovsolution.net/online/Apps/LIMITEDLIABILITYCOMPANYSUBORDINATIONRESOLUTION>
- ☐ Submit the Application for Registration as a Limited Liability Company along with the \$25.00 fee -
<https://nrec.igovsolution.net/online/Login> - If the LLC will be operated as an LLC, the [form](#) must be completed and submitted to the Commission, along with the \$25 fee. The Certificate of Registration and the LLC application and attendant documents must then be filed with the Secretary of State.
- Professional Limited Liability Company filing completed at the Nebraska Secretary of State's office - once you have filed the professional certificate, verification will be made by our office that it has been properly registered.
- ☐ If the LLC will be operating under a trade name, then a trade name filing must also be made in accordance with #3 below

3. Doing Business As A Trade Name

- ☐ Make proper filing with the Nebraska Secretary of State.
- Submit a copy of the certified trade name registration – approved by the Nebraska Secretary of State's office
- ☐ Submit a copy of the Affidavit of Publication of Trade Name – or proof of publication in any Nebraska newspaper (this can be supplied to our office after license is issued)

4. Doing Business As A Partnership, LP or LLP

- ☐ Make proper filing with the Nebraska Secretary of State.
- Submit a copy of the certified Statement of Partnership Authority as a General Partnership (Required for General Partnerships) - approved by the Nebraska Secretary of State's office
 - Submit a copy of the certified Statement of Qualification as a Limited Liability Partnership (Required for LLP's)– approved by the Nebraska Secretary of State's office
 - Submit a copy of the certified Registration of Foreign LP to Transact Business in Nebraska (Required for Foreign LP's)– approved by the Nebraska Secretary of State's office
- ☐ Submit the names of the partners and their residence addresses– provide on a separate piece of paper.
- ☐ Submit the Partner Subordination Resolution (if applicable)- If the partner(s) other than the designated broker, either individually or together, own controlling interest, then the partner(s) must subordinate to the designated broker full authority to operate the real estate business without interference. (required only if broker owns less than 51%) The form is located at: <https://nrec.igovsolution.net/online/Apps/PARTNERSHIPSUBORDINATIONRESOLUTION>