



## Broker License Requirements and Application Process Overview

*Before calling in to the Commission Office – You may check your application status online at:  
<https://eservice.llr.sc.gov/SSO/Login/LoginPage>.*

### **Licensure Requirements:**

A person is qualified to receive a broker license when the following requirements are met:

1. Be at least 21 years of age or older.
2. Have graduated high school or hold certificate of equivalency recognized by the United States Department of Education.
3. Have 3 years as an actively licensed SC salesperson within the last 5 years and complete the Commission-approved Broker [IIIA and IIIB](#) courses (60 hours).
  - Exemptions:
    - i. Applicant with a law degree,
    - ii. Applicant with a bachelor or higher degree with a major in real estate, **or**
    - iii. Georgia reciprocity applicant (Licensed by written exam **and** is a current GA resident)
4. Complete the Commission-approved fingerprint and social security number background checks.
5. Successfully pass the national and state examinations.
  - Exemptions:
    - i. A non-resident with an active license in another jurisdiction or whose license in another jurisdiction has not been expired for more than six months will only be required to take the State exam, **OR**
    - ii. A Georgia reciprocity applicant is not required to take any examinations.

### **Application Process:**

***Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.***

1. **Application** – In addition to a completed application, the following must also be sent:
  - **Application Fee:** \$25 application fee made out to SC Real Estate Commission. (Fees are non-refundable and non-transferable) *A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*

- **Identification:**
    - Copy of your valid Driver's License, State Issued ID, Passport
    - Copy of signed Social Security Card
  - **Proof of Residency:** Copy of your valid Driver's License showing home address.
  - **Education:** High school diploma, GED Certification, college diploma or transcript. Only the highest level of completed education need be submitted.
    - Official college transcripts must be sent directly to the Commission office from the school. If the school is no longer in existence, contact the State Education Department for records.
  - **Notarized Verification of Lawful Presence**
  - **Consent to Jurisdiction and Service of Process (if applicable):** applicable to non-resident applicants only.
  - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
  - **Personal History Questions:** For any "Yes" answers in the Personal History Information, a written explanation must be provided. For explanation of criminal history, completion and submission of the Explanation Form is required. Additional information may be requested by the Commission Office or an appearance before the Commission may be necessary.
  - **Real Estate Education (if applicable):** Copy of the certificate of completion of Broker Unit IIIA and IIIB courses.
2. **Documents should be sent directly to the Board from the issuing agency/institution.**
- **Education Verification:** Contact your college/university to request an official copy of your transcript be sent directly to the Commission office. Transcripts may be emailed to [contact.REC@llr.sc.gov](mailto:contact.REC@llr.sc.gov) or mailed to the Commission office. Only the highest level of completed education need be submitted. If the school is no longer in existence, contact the State Education Department for records.
  - **Certification of Licensure:** Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Commission office via email at [contact.REC@llr.sc.gov](mailto:contact.REC@llr.sc.gov) or mail.
3. **Background Check:** Once the Commission is in receipt of your application, information on attaining the required background checks will be emailed. The Commission requires completion of two background checks:
- Fingerprint based check.
  - Social security check.

Do not complete the background check process until you receive instructions from the Commission. Applications cannot be approved until both background reports have been received and reviewed by the Commission office.

4. **Examination:** Once a completed application has been received and approved, applicants will be authorized to take the examination. The examination is administered by PSI Testing Service. Applicants will not be authorized to take the exam until a complete application is on file.

Applicants will receive notification from PSI when they are authorized to register for the examination. Applicants are responsible for registering and scheduling with PSI. The examination registration fee is to be paid directly to PSI upon registration (\$63 for National and State exam and \$55 for State exam only).

Exam eligible applicants are encouraged to review the [PSI Real Estate Candidate Information Bulletin](#).

PSI will send examination score reports directly to the Commission office. Please do not send your score report to the Commission office.

5. **Licensure:** Upon receipt of passed examination, the Commission office will send notice that the following is required prior to licensure issuance:
  - Initial Licensing Fee:
    - \$125 Broker
    - \$250 Broker-In-Charge
  - Supervision Attestation Form or Broker-in-Charge Application



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Real Estate Commission**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11847 • Columbia • SC 29211-1847

Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427

llr.sc.gov/re

**SC REAL ESTATE COMMISSION CRIMINAL HISTORY EXPLANATION FORM**

**If you have been convicted, pled guilty, or pled no contest to a crime other than a minor traffic offense, you must complete this form and submit it with your application. Failure to provide this information will result in your application being incomplete and unable to be processed.**

Fingerprint SLED and FBI criminal background checks will be required after the submission of your application to verify criminal history. Instructions for obtaining the fingerprint background checks will be sent after your application has been received. Failure to accurately disclose criminal history is potential grounds for denial of licensure or disciplinary action. Additional copies of this form may be submitted if needed to fully disclose.

**Applicant Name (please print):** \_\_\_\_\_

**Offense(s):** You must provide a detailed statement of the events surrounding the crime(s), including all pertinent information (such as charges, dates, locations, and sentences). Provide copies of any court documents or records showing the final disposition of these offenses. Attach additional pages or copies of this form if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sentencing Completion Information:** As provided below, indicate the resulting sentences or penalties from the above convictions and indicate whether have been completed or satisfied.

**Attach copies of supporting documentation regarding completion of sentencing or probation, status of sentencing, or proof of payment/payment scheduling for any required restitution or fines.**

**Were you incarcerated?**       Yes     No    If yes, indicate the dates: \_\_\_\_\_

**Were you put on probation?**     Yes     No    If yes, indicate the dates: \_\_\_\_\_

**Were you put on parole?**       Yes     No    If yes, indicate the dates: \_\_\_\_\_

**Fines**      Amount: \_\_\_\_\_ Paid?     Yes     No    Date: \_\_\_\_\_ Scheduled?     Yes     No

**Restitution**    Amount: \_\_\_\_\_ Paid?     Yes     No    Date: \_\_\_\_\_ Scheduled?     Yes     No

**Pardon**      Pardon Date: \_\_\_\_\_

**OUT OF STATE APPLICANTS ONLY**

**CONSENT TO JURISDICTION AND SERVICE OF PROCESS**

The undersigned applicant for South Carolina real estate licensure, being a non-resident of the State of South Carolina, does hereby irrevocably consent that if any action arises against the undersigned growing out of undersigned's acts or omissions as a real estate licensee within the State of South Carolina, suit may be commenced against said undersigned in the County of the State of South Carolina in which the said cause of action may arise, or in which plaintiff may reside, by the service of process upon the Administrator of the South Carolina Real Estate Commission, whom the undersigned hereby designates as agent for such service, and the undersigned further consents that such service shall be begun and held in all courts to be valid and binding as if due service had been legally made upon undersigned in the State of South Carolina.

\_\_\_\_\_  
Applicant Signature

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Notary Name

\_\_\_\_\_  
Notary Public or

\_\_\_\_\_  
Commission Expiration Date



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
being first duly sworn deposes and states as follows:

**Check only one box:**

1.  I am a United States citizen; or

2.  I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3.  I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4.  Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)