



State of New Jersey

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BULLETIN NO. 13-11

TO: ALL LICENSED NEW JERSEY REAL ESTATE LICENSEES, SCHOOL DIRECTORS, INSTRUCTORS AND OTHER INTERESTED PARTIES

FROM: ROBERT L. KINNIEBREW, EXECUTIVE DIRECTOR

DATE: MAY 13, 2013

RE: PRINTING OF REAL ESTATE LICENSES AND GUIDANCE ON POCKET CARD AND DISPLAY OF LICENSE REQUIREMENTS

The purpose of this Bulletin is to notify all real estate licensees that employing brokers and brokers of record are now able to print the licenses of the company, branch office(s), and all persons licensed with their firms. In addition, this Bulletin is intended to provide guidance concerning the pocket card and display of license requirements.

PRINTING LICENSES

As advised in [Bulletin No. 11-09](#) issued on June 29, 2011, due to budgetary constraints and to promote efficiency, the Department of Banking and Insurance ("the Department") no longer prints and mails paper real estate licenses. That Bulletin also advised that brokers would be able to print the licenses of all persons licensed with their firms upon the completion of the Department's upgrade of its computer system. The upgrade is now complete. Brokers of record and employing (sole proprietor) brokers may now access this print function through the "Real Estate Online Licensing Services" main menu (the same system used for processing the hiring, termination and renewal of licensees with the Commission). The link to that main menu is <http://recbrokers.nj.gov>. Once in your Main Menu, the link "Generate Licenses" should be selected. Detailed instructions regarding the printing of licenses are available on that website.

The main office and branch office licenses have been reduced in size to approximately half of an 8.5" x 11" page. Individual licenses have been reduced to business card size (2" by 3.5") and will be generated 10 per 8.5" x 11" page. Brokers of record must print the licenses of all those individuals licensed with their firm and provide a copy of the pocket card license to those individuals by July 1, 2013. These smaller, individual licenses are to be used as the licensee's pocket card and are referred to as the "pocket card license" in this Bulletin.

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The pocket card licenses must be printed by the broker, separated from the other licenses on the printed sheet, and distributed to individual licensees. Licenses must be legible and may be printed on paper of any color or quality. Pursuant to N.J.S.A. 45:15-14, all licensees must have their pocket card license in their possession at all times when engaged in the business of a real estate broker, broker-salesperson, salesperson or referral agent.

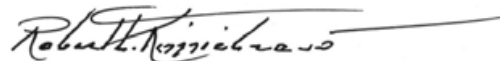
Each time a broker hires a new licensee (whether as a new licensee or through a transfer or a reinstatement), the broker should log in to their Online Licensing Menu, click Generate Licenses, select Individual Licenses, and either enter the individual's license reference number or select the individual licensee from the list to print that individual's pocket card license.

POCKET CARD AND DISPLAY OF LICENSE REQUIREMENTS

As noted above, the individual license is now also the pocket card. To be in compliance with N.J.S.A. 45:15-14, brokers should provide each licensee with a printed copy of that individual's pocket card license. Once this is done, the individual has two options: carry the physical copy of their pocket card license; or have a digital image of their pocket card license in their possession (cell phone, tablet, laptop, or other electronic device). Regardless of which option is chosen, the licensee must have either the paper or digital pocket card license in their possession at all times when engaged in the business of a real estate broker, broker-salesperson, salesperson or referral agent and must be able to produce the physical or electronic image of their pocket card license upon request.

To comply with the requirement imposed by N.J.S.A. 45:15-12 that all licenses be displayed in brokers' offices, brokers must print and display the firm's broker license and, if applicable, the license of the broker of record. In addition, the broker must display or be able to produce a copy of the physical version of the pocket card licenses of all individual licensees with their firm. The paper pocket card licenses of individuals may be displayed either at the broker's main office or at the branch office from which the individual works. Those licenses may be displayed on a wall or kept in a book at the real estate office and, upon request, be produced for inspection by the public. Alternatively, upon request the broker must be able to produce and print the electronic version of the license of any individual licensed with his or her firm at the firm's main office.

All brokers should promptly disseminate this Bulletin to all persons licensed with their firms. All real estate pre-license instructors and directors of schools should disseminate this Bulletin to all candidates attending pre-licensure courses.



Robert L. Kinniebrew
Executive Director