

Instructions:

1. Login to your NJ Real Estate Online Licensing Services portal at reconline.nj.gov . This is the same portal used for renewing, hiring and terminating licensees with your company.
2. Click the “Original Application” hyperlink in your list of - Available Applications – as shown in **Figure 1**.

Please note: this capability is only available to Brokers of Record

STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

SYSTEM TEST ENVIRONMENT
REAL ESTATE LICENSING SERVICES
Main Menu

Close Menu

- Licensee Information -

Name: JOHN Q PUBLIC
License Reference Number: [REDACTED]
License Type: Broker of Record
License Status: Actively Licensed
E-Mail Address: *Select e-mail address to use for this application*

[REDACTED]@ [REDACTED]
 [REDACTED]@ [REDACTED]

[Update your email, address, or phone information](#)

- Company Information -

Company Name: JOHN Q PUBLIC REALTY CORP
Company Reference Number: [REDACTED]

- Available Applications -

[License Terminations](#)
[Hires, Reinstatements, and License Type Changes](#)
[Original Application](#)
[View / Print Licenses](#)
[2019 Qualifying Questionnaire](#)
[License Renewals](#)
[View Licensee Qualifications](#)
[Reset Pin](#)

*** Online renewals are closed. Expired licenses have been terminated. ***

For licensing questions, contact: For education related questions, contact:

Figure 1: NJ Real Estate Online Licensing Services Portal Menu for Brokers of Record

3. You will be sent to the “Select Applicants for Hire” screen shown in **Figure 2**. Enter the *Applicant ID* from the Exam Result form, select the *license type* for which the applicant is applying. If the applicant has ever previously held a license or certification issued by the New Jersey Real Estate Commission, make sure to select “YES” to this question and enter the applicant’s former *Reference Number*.



Select Applicants for Hire

[Licensing Menu](#) > Select Applicants for Hire

[Return to Menu](#)

JOHN Q PUBLIC REALTY CORP (██████████)

PLEASE NOTE:

- The **broker is responsible** for verifying that the identity of the applicant matches that shown on the exam results.
- **Applications accepted through this process require review and approval by NJREC licensing staff before the applicant may engage in brokerage activity.**

- General Information -

- This application may be used to process an application for:
 - An applicant who has not previously been licensed by the NJREC
 - An applicant who was previously licensed with the NJREC, but allowed the license to lapse beyond the allowed reinstatement period
 - An applicant who currently holds, or previously held, a Pre-License Instructor license and is now seeking a salesperson license
 - An applicant who currently holds a salesperson license and has completed a broker exam

Applicant ID (as shown on exam result form)

License Type

- Select license type - ▾

Has the applicant ever held a license or certification issued by the New Jersey Real Estate Commission?

No ▾

If so, enter Reference Number

[Continue](#)

For licensing questions, contact:

NJDOBI License Services, Real Estate
800.851.4774

For education related questions, contact:

NJ Real Estate Commission
800.851.2228

Figure 2: Enter Applicant ID Number and select the desired License Type for the application you're submitting. If the applicant has ever previously held a NJ Real Estate license, select "Yes" to this question and enter their previously held license reference number.

4. Click "Continue" to add the Applicant to your list. You will be sent to the screen shown in **Figure 3a**.



Select Applicants for Hire

[Licensing Menu](#) > Select Applicants for Hire

[Return to Menu](#)

JOHN Q PUBLIC REALTY CORP (██████████)

PLEASE NOTE:

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 - An applicant who currently holds a salesperson license and has completed a broker exam

Applicant ID (as shown on exam result form)

License Type

- Select license type - ▾

Has the applicant ever held a license or certification issued by the New Jersey Real Estate Commission?

No ▾

If so, enter Reference Number

[Continue](#)

9999999 [\[Remove\]](#)

Salesperson

JANE M PUBLIC

[Process List](#)

Figure 3a: The Applicant ID Number you entered is used to retrieve the applicant's information sent to NJDOBI from the testing center. The Applicant ID, Type and Name of applicant will be displayed as shown in this image. If the applicant's Name and Type are correct, click the "Process List" button to continue. You can enter multiple applicants on this screen. Enter the data and click "Continue" for each Applicant you're adding to the list.

5. Verify that the applicant shown at the bottom of the screen is correct. If any applicant shown on your list is not the correct person, click "REMOVE" to remove the incorrect applicant, verify the Applicant ID from the Exam Result form and all other information, enter again and click "Continue".

Please Note: You can enter multiple Applicants for submission. Add the appropriate information and click "Continue" for each new applicant being submitted. They will be added to the list at the bottom of the screen as shown in **Figure 3a**. You do not have to click the "Process List" button until you are ready to certify the information and make payment.

Select Applicants for Hire

[Licensing Menu](#) > Select Applicants for Hire

[Return to Menu](#)

JOHN Q PUBLIC REALTY CORP (2068646)

PLEASE NOTE:

- The **broker is responsible** for verifying that the identity of the applicant matches that shown on the exam results.
- **Applications accepted through this process require review and approval by NJREC licensing staff before the applicant may engage in brokerage activity.**

- General Information -

- This application may be used to process an application for:
 - An applicant who has not previously been licensed by the NJREC
 - An applicant who was previously licensed with the NJREC, but allowed the license to lapse beyond the allowed reinstatement period
 - An applicant who currently holds, or previously held, a Pre-License Instructor license and is now seeking a salesperson license
 - An applicant who currently holds a salesperson license and has completed a broker exam

Applicant ID (as shown on exam result form)

License Type

- Select license type - ▾

Has the applicant ever held a license or certification issued by the New Jersey Real Estate Commission?

No ▾

If so, enter Reference Number

[Continue](#)

92524072 [\[Remove\]](#)

Salesperson

JANE M PUBLIC

82524072 [\[Remove\]](#)

Salesperson

PHILIP M PUBLIC

[Process List](#)

Figure 3a: You can enter **multiple Applicants** for submission. Add the appropriate information and click “**Continue**” for each new applicant being submitted. They will be added to the list at the bottom of the screen as shown. You do not have to click the “**Process List**” button until you are ready to certify the information and make payment.

- Once you have entered all applicants being submitted, click the “**Process List**” button at the bottom-right of the screen to continue to the Certification Statement shown in **Figure 4**.

 STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

REAL ESTATE LICENSING SERVICES
Original Application

Certification Statement

[Licensing Menu](#) > [Select Applicants for Hire](#) > [Certification Statement](#) [Return to Menu](#)

JOHN Q PUBLIC REALTY CORP ([REDACTED])

- Certification Statement -

For each applicant being submitted, I certify that I or a member of my staff have personally met the applicant, that he/she is the person pictured on the exam result form, that he/she has presented a birth certificate or U.S. Passport establishing their U.S. citizenship or an INS Form I-551 (Green Card) establishing their legal presence in the U.S.

I certify

[< Back](#) [Continue >](#)

<p>For licensing questions, contact:</p> <p>NJDOBI License Services, Real Estate PO Box 474 Trenton, NJ 08625-0474 E-mail: relic@dobi.nj.gov Phone: 609-292-7272</p>	<p>For education related questions, contact:</p> <p>NJ Real Estate Commission PO Box 328 Trenton, NJ 08625-0328 E-mail: realestate@dobi.nj.gov Phone: 609-292-7272</p>
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Figure 4: You must read the Certification Statement and click the “I certify” checkbox in order to continue. Click the “Continue” button to proceed further.

- You must read the Certification Statement, click the “I certify” checkbox, and click the “Continue” button to proceed to the Transaction Summary screen shown in **Figure 5**.

- The Transaction Summary screen details the total number of applicants being submitted and the total fees (fees are subject to change and differ based upon license type). Each applicant being submitted is also listed again for verification.

STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

REAL ESTATE LICENSING SERVICES
Original Application

Requested Hires

[Licensing Menu](#) > [Select Applicants for Hire](#) > Transaction Summary [Return to Menu](#)

JOHN Q PUBLIC REALTY CORP (2068646)

- Request Summary -

Total Applicants 1
Total Fees: 160.00

You are about to hire the 1 licensee listed below on behalf of JOHN Q PUBLIC REALTY CORP. PLEASE REVIEW THE LIST AND MAKE SURE IT IS ACCURATE BEFORE CONTINUING.

[< Back](#) [Continue >](#)

- Selected Applicants -

Applicant/Reference #	Name	License Type	Fee
██████████	JANE M PUBLIC	Salesperson	\$160.00

For licensing questions, contact:
NJDOBI License Services, Real Estate
PO Box 474
Trenton, NJ 08625-0474
E-mail: relic@dobi.nj.gov
Phone: 609-292-7272

For education related questions, contact:
NJ Real Estate Commission
PO Box 328
Trenton, NJ 08625-0328
E-mail: realestate@dobi.nj.gov
Phone: 609-292-7272

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Figure 5: The Transaction Summary screen details all submissions. Please review and verify the information on this screen before continuing.

- Once everything is verified, click the “Continue” button to proceed to “Select Payment Method” as shown in **Figure 6**.



Select Payment Method

[Licensing Menu](#) > [Transaction Summary](#) > [Select Payment Method](#)

JOHN Q PUBLIC REALTY CORP (██████████)

Select Payment Type

Total Fee: \$ 160.00

Pay by: Credit card **Credit Card Disclaimer:**

Should you decide to proceed with this transaction, please note that New Jersey Information Division of NICUSA, Inc. (NICUSA-NJ), an electronic government partner with the State, will process your payment through an upgraded and secure payment gateway. NICUSA-NJ will remit to the State of New Jersey all payments and amounts owed to the State.

E-Check

For licensing questions, contact:

NJDOBI License Services, Real Estate
PO Box 474
Trenton, NJ 08625-0474
E-mail: relic@dobi.nj.gov
Phone: 609-292-7272

For education related questions, contact:

NJ Real Estate Commission
PO Box 328
Trenton, NJ 08625-0328
E-mail: realestate@dobi.nj.gov
Phone: 609-292-7272

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10. Select the payment method you will be using and click the “Continue” button to proceed to the payment entry screens and follow the online instructions. These are the same payment screens you have been using for Licensee Hires, License Type Changes and License Renewals.

PLEASE NOTE:

The completion of this online license application DOES NOT RESULT IN AN ACTIVE REAL ESTATE LICENSE and does not give the applicant the authority to begin transacting real estate business. You are simply submitting the application with payment for licensure.

The license application must be reviewed, approved and authorized by the NJ Real Estate Commission **before any real estate business can occur.** You will be notified by the Real Estate Commission once your application has been approved or denied or if any subsequent information is needed by the Department for further review.