Instructions:

- 1. Login to your NJ Real Estate Online Licensing Services portal at <u>reconline.nj.gov</u>. This is the same portal used for renewing, hiring and terminating licensees with your company.
- 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

DEPARTMENT	ersey of Banking & Insurance	SYSTEM TEST ENVIRONMENT REAL ESTATE LICENSING SERVI Main Menu
		Close Menu
	- Licensee Information	-
Name:	JOHN Q PUBLIC	
License Reference Nur	nber:	
License Type:	Broker of Record	
License Status:	Actively Licensed	
E-Mail Address:	Select e-mail address to use for t	his application
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	©@	
	<u>Update your email, address, or phone</u>	<u>e information</u>
	- Company Information	1 -
Company Name:	JOHN O PUBLIC REALTY CORP	
Company Reference N	umber:	
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Company Reference N	umber: - Available Applications	: -
Company Reference N	umber: - Available Applications	; -
Company Reference N License Terminations Hires, Reinstatements, a	- Available Applications	; -
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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*.

	STATE OF NEW JEE	RSEY		
IJ	DEPARTMENT O	OF BANKING	&	INSURANCE

REAL ESTATE LICENSING SERVICES Original Application

elect Applicants for Hire	
censing Menu >Select Applicants for Hire	Return to Menu
OHN Q PUBLIC REALTY CORP (■)
PLEASE NOTE:	
 The broker is responsible for ve the exam results. 	erifying that the identity of the applicant matches that shown on
 Applications accepted through the before the applicant may engaged 	this process require review and approval by NJREC licensing staff ge in brokerage activity,
	- General Information -
 This application may be used to An applicant who has no An applicant who was pr beyond the allowed reins An applicant who current is now seeking a salespe An applicant who current 	o process an application for: ot previously been licensed by the NJREC reviously licensed with the NJREC, but allowed the license to lapse statement period tly holds, or previously held, a Pre-License Instructor license and erson license
Annicant ID (as shown on exam resu	lt form)
License Type	- Select license type - 🔻
Has the applicant ever held a license of the New Jersey Real Estate Commiss	or certification issued by No 💌
If so, enter Reference Number	Continue
For licensing questions, contact:	For education related questions, contact:
IJDOBI License Services, Real Estate	NJ Real Estate Commission

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**.

Instruct Applicants for Hire Select Applicants for Hire N Q PUBLIC REALTY CORP () EASE NOTE: • The broker is responsible for verifying that the identity of the ap the exam results. • Applications accepted through this process require review and apbefore 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 • An applicant who was previously licensed with the NJREC, beyond the allowed reinstatement period • An applicant who currently holds, or previously held, a Previous perior a sale perior periore.	<u>Return to Menu</u> plicant matches that shown on oproval by NJREC licensing staff
 N Q PUBLIC REALTY CORP () EASE NOTE: The broker is responsible for verifying that the identity of the ap the exam results. Applications accepted through this process require review and a before the applicant may engage in brokerage activity. General Information - This application may be used to process an application for: 	plicant matches that shown on oproval by NJREC licensing staff
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 An applicant who currently holds, or previously held, a Pre- is now seeking a salesperson license 	but allowed the license to lapse
is now seeking a salesperson itemse	-License Instructor license and
 An applicant who currently holds a salesperson license an 	d has completed a broker exam
plicant ID (as shown on exam result form)	
ense Type - Select	cense type - 💌
s the applicant ever held a license or certification issued by No 💌 e New Jersey Real Estate Commission?	
so, enter Reference Number	
Continue	
9999999 [<u>Remove</u>] Salesperson JANE M PUBL	
	C

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.

elect Applicants for Hire	
censing Menu >Select Applicants for Hire	Return to Menu
OHN Q PUBLIC REALTY CORP (2068646)	
PLEASE NOTE:	
 The broker is responsible for verifying that the identity of the applicant matches the exam results. 	that shown on
 Applications accepted through this process require review and approval by NJREC before the applicant may engage in brokerage activity. 	licensing staff
- 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 beyond the allowed reinstatement period 	license to lapse
 An applicant who currently holds, or previously held, a Pre-License Instructis now seeking a salesperson license An applicant who currently holds a salesperson license and has completed 	tor license and a broker exam
Applicant ID (as shown on exam result form)	
License Type	
the New Jersey Real Estate Commission?	
If so, enter Reference Number	
Continue	
92524072 [<u>Remove</u>] Salesperson JANE M PUBLIC	
82524072 [<u>Remove</u>] Salesperson PHILIP M PUBLIC	
Pr	ocess 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.

6. 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		
icensing Menu > Select Applicants for Hire >	Certification Statement	Return to Menu
OHN Q PUBLIC REALTY CORP ()	
	- Certification Statement -	
For each applicant being submitted, I c applicant, that he/she is the person pic	ertify that I or a member of tured on the exam result for	my staff have personally met the rm, that he/she has presented a
birth certificate or U.S. Passport establ establishing their legal presence in the	ishing their U.S. citizenship o U.S.	r an INS Form I-551 (Green Card)
birth certificate or U.S. Passport establ establishing their legal presence in the	ishing their U.S. citizenship o U.S. I certify Back Continue >	r an INS Form I-551 (Green Card)
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birth certificate or U.S. Passport estable establishing their legal presence in the For licensing questions, contact: NJDOBI License Services, Real Estate PO Box 474 Trenton, N1 08625-0474	I certify < Back Continue > For education related qu NJ Real Estate Commission PO Box 328 Trenton N1 08625-0328	estions, contact:
birth certificate or U.S. Passport estable establishing their legal presence in the 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	I certify Continue > For education related qu NJ Real Estate Commission PO Box 328 Trenton, NJ 08625-0328 E-mail: realestate@dobi.nj Phone: 609-292-7272	estions, contact:
birth certificate or U.S. Passport estable establishing their legal presence in the 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 Copyright © State of New Jersey, Department of Banking and Insurance	ishing their U.S. citizenship o U.S. I certify < Back Continue > For education related qu NJ Real Estate Commission PO Box 328 Trenton, NJ 08625-0328 E-mail: realestate@dobi.nj Phone: 609-292-7272 CertAdober You will ne Reader You will ne Adobe Act and print I from this	eed to download the latest version of robat Reader in order to correctly view PDF (Portable Document Format) files web site.

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. 8. 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	REAL ESTATE LICENSING SERVICES Original Application			
Requested Hires				
Licensing Menu > Select Applicants for Hire >	> Transaction Summary		Return to Menu	
JOHN Q PUBLIC REALTY CORP (20)68646)			
	- Request Summary -			
Total Applicants	1			
Total Fees:	16	0.00		
_ < Back	- Selected Applicants -	ntinue >		
< Back Applicant/Reference #	- Selected Applicants - Name JANE M PUBLIC	ntinue > License Type Salesperson	Fee \$160.00	
< Back Applicant/Reference # For licensing questions, contact:	- Selected Applicants - Name JANE M PUBLIC For education relate	ntinue > License Type Salesperson d questions, contact:	Fee \$160.00	
< Back Applicant/Reference # 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	- Selected Applicants - Name JANE M PUBLIC For education relate NJ Real Estate Commi PO Box 328 Trenton, NJ 08625-03 E-mail: realestate@dc Phone: 609-292-727	ticense Type Salesperson d questions, contact: ssion 28 bi.nj.gov 2	Fee \$160.00	
<back #="" 08625-0474="" 474="" 609-292-7272="" and="" applicant="" banking="" box="" contact:="" copyright="" department="" e-mail:="" estate="" for="" insurance<="" jersey,="" license="" licensing="" new="" nj="" njdobi="" of="" phone:="" po="" questions,="" real="" reference="" relic@dobi.nj.gov="" services,="" state="" td="" trenton,="" ©=""><td>- Selected Applicants - Name JANE M PUBLIC For education relate NJ Real Estate Commi PO Box 328 Trenton, NJ 08625-03 E-mail: realestate@dc Phone: 609-292-727</td><td>Iticense Type Salesperson d questions, contact: ssion 28 bbi.nj.gov 2 vill need to download th e Acrobat Reader in ord rint PDF (Portable Docu this web site.</td><td>Fee \$160.00 e latest version of ier to correctly view iment Format) files</td></back>	- Selected Applicants - Name JANE M PUBLIC For education relate NJ Real Estate Commi PO Box 328 Trenton, NJ 08625-03 E-mail: realestate@dc Phone: 609-292-727	Iticense Type Salesperson d questions, contact: ssion 28 bbi.nj.gov 2 vill need to download th e Acrobat Reader in ord rint PDF (Portable Docu this web site.	Fee \$160.00 e latest version of ier to correctly view iment Format) files	

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

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

1	STATE OF NEW J	ERSE	Y		
J	DEPARTMENT	OF	BANKING	&	INSURANCE

REAL ESTATE LICENSING SERVICES Original Application

Se	Select Payment Method				
JO	JOHN O 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.		
		C E-Check			
			< Back Continue >		
F	or licensing que	estions, contact:	For education related questions, contact:		
N. P(Ti E [.] P	JDOBI License S O Box 474 renton, NJ 0862 - mail: <u>relic@dob</u> hone: 609-292	ervices, Real Estate 5-0474 <u>j.nj.gov</u> -7272	NJ Real Estate Commission PO Box 328 Trenton, NJ 08625-0328 E-mail: <u>realestate@dobi.nj.gov</u> Phone: 609-292-7272		
	Copyright © Department	State of New Jersey, of Banking and Insurance	Ger Adobe: You will need to download the latest version of <u>Adobe Acrobat Reader</u> in order to correctly view and print PDF (Portable Document Format) files from this web site.		
DOE	BI_RELOLSRV ver !	5.1	Privacy Notice Legal Statement Accessibility Statement		

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.