

Apply for a Reciprocity Real Estate Broker or Managing Broker License

These are instructions for a Broker or Managing Broker who holds an Active Broker or Managing Broker (or equivalent) license in another state, or who have done so within the last six months.

Getting Started

1. **Take** all required education.
2. **Get** your fingerprints taken for your background check.

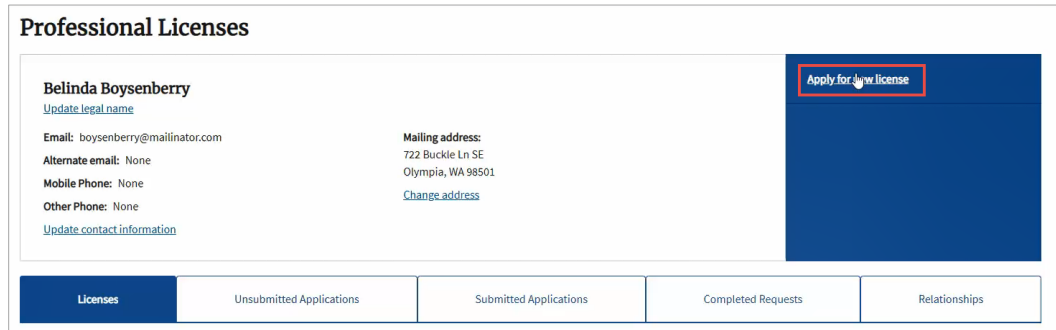
Apply for Exam Approval

Important! You must be in the **Chrome browser** before you begin this process.

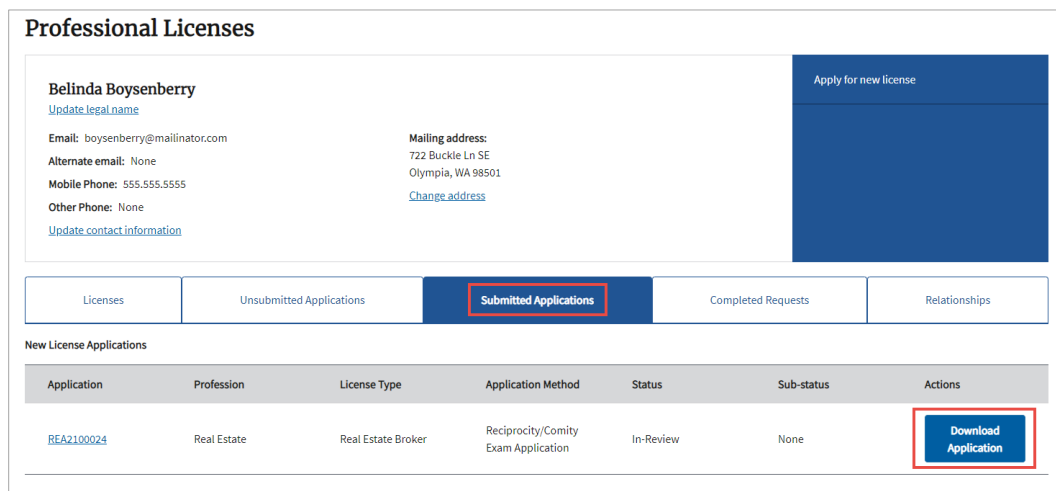
1. If you haven't already done so, **create** a SecureAccess Washington (SAW) account, **add** the Professional and Business Licensing service to your SAW account, and **enroll** in multi-factor authentication (MFA).
 - See [Create your user access](#) document for detailed instructions on creating your SAW account.
2. If you have other professional licenses with Department of Licensing, **link** those licenses **before** submitting your Exam Approval application.
 - See [Create your user access](#) document for detailed instructions on linking your existing professional licenses.
3. **Click** Professional Licenses on the gray navigation bar at the top of the page.



4. Click the Apply for License link in the blue menu bar.



5. **Complete** and **submit** the Reciprocity/Comity Exam Application. There is no fee for this application.
6. Your submitted application is displayed in the Submitted Applications tab on the Professional Licenses page.
- **Click** the Download Application button if you want a paper copy of your application.



7. **Wait** for your application to be reviewed and approved. You'll receive an email when you are approved to take the State exam.

Take Your Exams

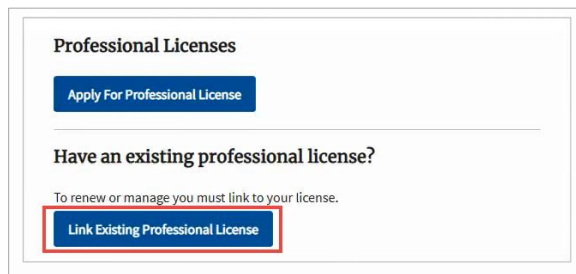
1. **Wait 2 to 3 days after you've received your approval email**, then schedule your exam using [PSI's scheduling portal](#).
2. **Take** your exam.
 - If you don't pass the exam the first time, reschedule your exam directly with PSI (not Department of Licensing).
3. PSI will upload exam results information to Department of Licensing.
4. Department of Licensing will send you an email when you have passed the required exam and are ready to apply for your license. The results of your fingerprint background check must be entered in the system before you can apply.

Prepare to Apply for Your License

1. Make sure you are in the **Chrome browser AND Chrome pop-up blocker is turned OFF** before you start this process.
2. Have you previously logged into the Professional and Business Licensing system?
 - **Yes.** Go to the next step.
 - **No. Create** a SecureAccess Washington (SAW) account OR use an existing one, **add** the Professional and Business Licensing service to your SAW account, and **enroll** in multi-factor authentication (MFA).
 - See [Create your user access](#) document for detailed instructions
3. Do you have an Apply for License To-Do on your Home page?
 - **Yes.** Go to [Apply for Your License](#)
 - **No.** Go to next step.

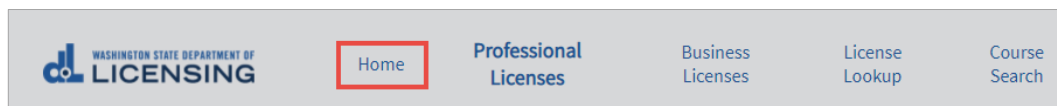
The screenshot shows a web interface titled "Manage Your Professional and Business Licenses Online". Under the heading "Your To-Do's", there is a card for "Apply For New License". The card displays the following information: "Program Type: Real Estate", "License Type: Real Estate Broker", and "Application Method: General Application". A blue button labeled "Apply For License" is located at the bottom right of the card.

4. Have you received notification from Department of Licensing that you have passed your exams and can apply for your license?
 - **Yes.** Go to next step.
 - **No.** You are not yet eligible to apply for your license. Please wait for notification. **Don't** submit additional Exam applications.
5. Do you have a Link Existing Professional License button on your Home page?
 - **Yes. Click** the button and provide the requested information to link your Exam application using the REA number from your Exam Passed notification. Go to [Linked Exam Application](#).
 - See SAW Registration & Linking Licenses document for detailed instructions.
 - **No.** Contact the Real Estate Program for assistance.

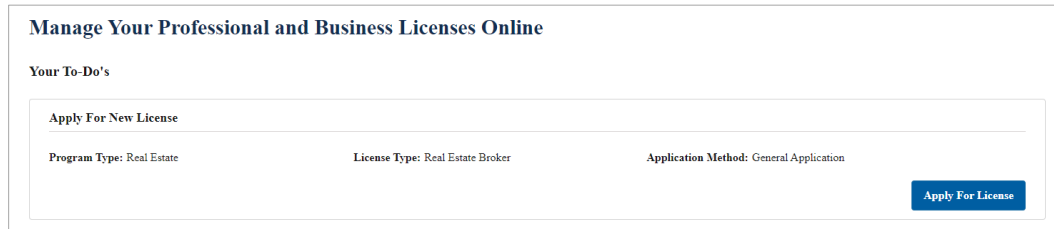


Linked Exam Application

1. If an Apply for License To-Do has been issued, you **won't** see the Exam Application in the portal, even if it was visible before.
2. **Click** the Home link in the gray navigation bar at the top of the page to return to the Home page.



3. You should see an Apply for License To-Do. Go to [Apply for Your License](#).
 - If you don't see a To-Do, try refreshing the page.
 - If you still don't see a To-Do, contact the Real Estate Program for assistance.



Manage Your Professional and Business Licenses Online

Your To-Do's

Apply For New License

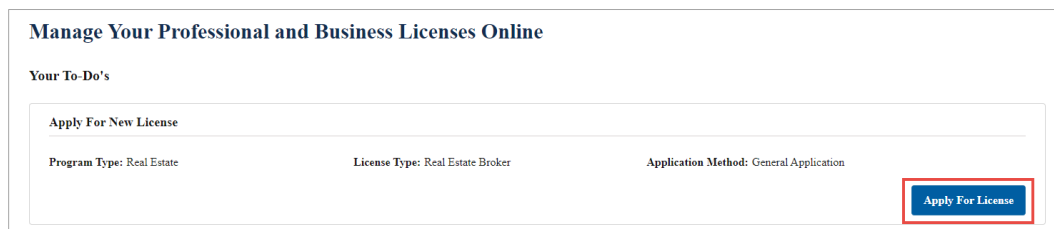
Program Type: Real Estate License Type: Real Estate Broker Application Method: General Application

Apply For License

Apply for Your License

Important! If you see a Fingerprint reminder on your Home page, background check results have not been entered on your record. You'll get an error message if you try to apply.

1. **Click** the Apply for License button from the Home page.



Manage Your Professional and Business Licenses Online

Your To-Do's

Apply For New License

Program Type: Real Estate License Type: Real Estate Broker Application Method: General Application

Apply For License

2. **Complete** and **submit** the License application and go through **all** payment screens to pay for the Broker license. Continue until you return to the portal page.
3. The Broker license will be issued automatically **UNLESS** you answered Yes to a Legal Background question.
 - If your license auto-issued, you'll see it under the Licenses tab of the Professional Licenses page.
 - If your license didn't auto-issue, you'll see your License application in In-Review status under the Submitted Applications tab on the Professional Licenses page.

Print a License Document

1. From the Professional Licenses page, **click** the link for the license you want to print.

Professional Licenses

Barry Blueberry
[Update legal name](#)

Email: barryblueberry@mailinator.com Mailing address:
722 Buckle Ln SE
Olympia, WA 98501
[Change address](#)

Alternate email: None
Mobile Phone: 555.555.5555
Other Phone: None
[Update contact information](#)

[Apply for new license](#)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108468	Real Estate Managing Broker	August 20, 2022	Active	None	

2. **Click** Print License from the right-hand menu on the license detail page.
 - Selection may appear in a different place within the menu.

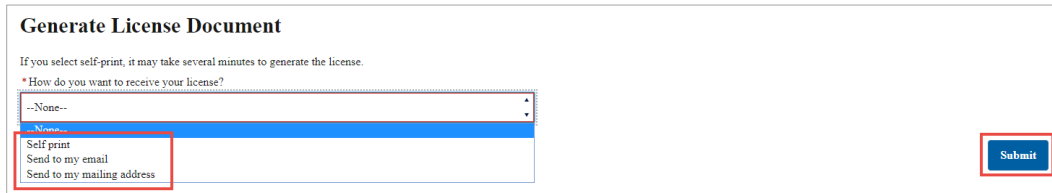
Update Mailing Address

Manage Endorsement

[Print License](#)

More Actions

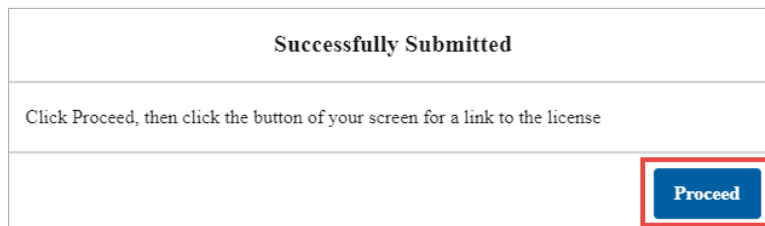
3. **Select** the delivery method for the license from the dropdown and **click** Submit.



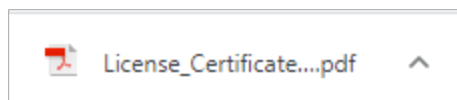
- **Self-print:** Go to [Self-Print License](#)
- **Email:** Click Ok at the pop-up.
 - You'll receive an email (sent to the email address on file) with the license document as a PDF attachment. It may take up to 24 hours before you get the email.
- **Mail:** Go to [Printed License](#)

Self-Print License

1. It will take 2-3 minutes to generate the license.
2. **Click** the Proceed button at the pop-up.



3. The downloaded document link will appear in the lower left-hand corner of the screen.
 - It may take several moments before it appears.
 - If you don't see a link, check the Downloads folder on your computer.



Printed License

1. **Enter** the number of license copies you want to print and **click** Submit.
 - There is a \$5 fee for **each** copy.

Generate License Document

If you select self-print, it may take several minutes to generate the license.

*How do you want to receive your license?

Send to my mailing address

There is a \$5 fee for each printed license.

*How many printed licenses do you want?

1

Cancel

Submit

2. **Click** Ok at the pop-up.

Successfully Submitted

Thank you for your submission. You should receive your printed license within 10 business days.

Ok

3. **Go through** the all payment screens to pay for the license(s). Continue until you return to the portal page.
4. The license(s) will be printed at the next printing cycle and mailed to the mailing address on file.
 - It may take 2-4 weeks to receive your printed license(s).