

INSTRUCTIONS - REAL ESTATE LICENSE APPLICATION

Candidates who fail to submit complete applications, or who fail to cure incomplete applications, within (two) 2 years from the date of the examination are considered unsuccessful candidates and must retake the examination. A complete application is one in which all requested information has been provided, all questions have been answered, and appropriate educational documents, correct fees in the proper form, any necessary supporting documents and statements, and the completed "Candidate Screening Responses" have been submitted.

Do not use this application if you are applying for restoration of a forfeited license or reinstatement of a suspended license.

NOTE: Under Hawaii law, it is a crime to submit false information to the Real Estate Commission.

Section 467-20 False statement. It shall be unlawful for any person or the person's agent to testify before, or file with the commission, or the testing service agency designated by the commission, any notice, statement, or other document required under this chapter, that is false or untrue or contains any material misstatement of fact, or contains forgery. In addition to any sanctions or remedies as provided in this chapter, any violation of this section shall constitute a misdemeanor punishable pursuant to sections 706-640 or 706-663, or both, and not pursuant to section 467-26. (HRS Ch. 467).

COMPLETING THE APPLICATION

SECTION A *Type or print legibly in black ink. Provide the requested information.*

You are required by law to provide your legal name on the first line of the license application. If your legal name changes, you must report that change to the Real Estate Commission using a "Change Form".

In addition to your legal name, you may provide a "license name" if you want your license to be issued in a name other than your legal name. Your "license name" may be a first name, middle name, initials, or nickname followed by your legal surname.

SECTION B

If you check "Active" and you are a salesperson applicant or broker applicant remaining with your current brokerage firm, your broker must complete the certification on the back of the application form; otherwise, you will be licensed on inactive status. If you are a broker applicant changing to a different brokerage firm, or placing your license on inactive status, do not complete the certification; complete and attach a "Change Form" to the application instead.

SECTION C

You must answer ALL questions. Questions 1b), 1c), 1d), and 1e) refer to any profession, occupation, or license both real estate and those other than real estate. Any unanswered question will result in an incomplete application.

AFFIDAVIT *Read the Affidavit of Applicant carefully before signing.*

ATTACH DOCUMENTS *Submit with your application:*

- i. The ORIGINAL "Candidate Screening Responses" you received from the testing company.
- ii. The ORIGINAL "School Completion Certificate" you received from the Hawaii prelicense school, or the ORIGINAL "Certificate for Licensing Examination" which granted you the "Prelicensing Education Equivalency" and, if applicable, the "Equivalency to Uniform Section of Examination".
- iii. Documents required if you answered 'yes' to any of the questions. See "Instructions for 'Yes' Answers" below.
- iv. Broker applicants must also submit the "Experience Certificate for Real Estate Broker's Examination".

FEE Your license fee will be printed on your score report and **may be paid by money order, cashier's check, personal money order, or personal check made payable to "Commerce and Consumer Affairs"**(payment must be made in U.S. dollars and drawn from a U.S. financial institution). *Your payment will be cashed immediately upon receipt. Acceptance or cashing of payment does not constitute approval of your license application. If for any reason your application is not approved or processing of your application is terminated, a refund (less \$25 non-refundable application fee) will be processed in approximately six to eight weeks.*

All licenses expire on December 31 of each even-numbered year and must be renewed by the expiration date regardless of when the license was issued. License fees and renewal fees are not prorated. Fees for "inactive" status are the same as for "active" status. A \$25 fee is charged to change from "inactive" status to "active" status.

NOTE: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25 service charge shall be assessed for payments that are dishonored for any reason.

If your check is returned unpaid after your license has been issued, your license will be void as though never issued. If your application is pending at the time payment is returned by the financial institution, processing will be terminated immediately and you will be required to begin the application process over again. If, for any reason, you are unable to correct payment within two (2) years from the date of the examination, you will be considered an unsuccessful candidate for licensure and will be required to take the license examination again.

RETURN ADDRESS Mail or deliver the application and all required fees and documents to: **Real Estate Commission, DCCA, PVL Licensing branch, 335 Merchant Street, Room 301, P.O. Box 3469 Honolulu, HI 96801.**

REVIEW AND APPROVAL

All applications must be reviewed and approved by the Real Estate commission. *Unnecessary calls and visits are attended to by the same personnel who process your application and will only delay processing.* If your application is approved, a "Notice of Licensure" will be emailed to you. If your application must be reviewed at a Commission meeting (see "Instructions to 'Yes' Answers", below), the processing time will be longer. You will receive notification of the date, time, and location of the meeting. The Commission meets once each month.

CONTINUING EDUCATION REQUIREMENT

SALESPERSON APPLICATIONS: If you are issued a license during an even-numbered year, you shall be deemed to have completed equivalent to the continuing education requirement for the upcoming license period if your license is renewed by the renewal deadline. If you do not renew your license by the renewal deadline, you must complete the continuing education requirement to be on active status.

BROKER APPLICATIONS: If you pass the license examination before your salesperson's license expires, you may submit your broker license application during the renewal period (must be received by the renewal application deadline and license application deadline) and request that your salesperson's license not be renewed and the broker license be effective January 1st of the odd-numbered year. All broker applications must complete the continuing education requirement in order to receive an active broker's license.

INSTRUCTIONS FOR "YES" ANSWERS ON SECTION C OF THE LICENSE APPLICATION

- A.** The following documentation must be provided at the time you apply for a license. Do not submit this material when you apply for examination. Applications for licensure will not be considered without this material. Failure to submit the documentation will significantly delay processing. Furthermore, the documentation review process may be subject to submission of additional documents.
- 1a)** If you have applied for, been granted, or held a real estate license in Hawaii or any other jurisdiction, list the jurisdiction, license type, and license number in the space provided. Attach a separate page if more space is required.
 - 1b), 1c), 1d), or 1e)** These questions refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both real estate and those other than real estate. If your answer is "yes" to one or more of these questions, read paragraph B below, and submit the following:
 - i. A written statement by you explaining the circumstances;
 - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;
 - iii. A resume of any employment, business activities, and education since the date of the action; and
 - iv. You may also include written statements from employers, business associates, clients, and others who can attest to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.
 - 2)** If your application indicates a misdemeanor and/or felony conviction, read paragraph B below, and submit the following:
 - i. A written statement by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business dealings. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
 - ii. A copy of the orders from the court which explains what your conviction was based on, the verdict of the court, the terms of the sentence and proof of compliance;
 - iii. If applicable, a copy of the terms of probation and/or parole and a written statement from your probation or parole officer as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealings; and
 - iv. Written statements from employers, business associates, clients and others who can attest to your business dealing since the conviction, including a statement as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.
 - 3)** If you have any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you, read paragraph B below, and submit the following:
 - i. A written statement by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason;
 - ii. A resume of employment and business activities; and
 - iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments or payment arrangement plan, and other relevant documents.
- B.** If your answer to question 1b), 1c), 1d), 1e), 2), or 3) is "yes", your application will be reviewed at a monthly Real Estate Commission meeting if you have provided all applicable information and documents as described above. The Commission will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application. A courtesy notice with information on the date, time and location of the meeting will be sent to you. Please retain copies of ALL documentation submitted for "YES" answers, as the documentation may be required for any subsequent request or action regarding your license (i.e. removal of conditions).

RELEASE OF INFORMATION: If an agency or individual is assisting you with the licensure process, we will not be able to discuss the status of your application unless you provide us with authorization. If you wish to do so, please complete the portion on **Release of Information to Third Party**, sign and date it.

THE LAW DOES NOT PROVIDE FOR: PRORATION OF FEES OR REFUND OR CREDIT OF FEES PAID; EXTENSION OF TIME TO APPLY FOR LICENSE; EXTENSION OF TIME TO RENEW A LICENSE OR DEFERRAL OF LICENSE ISSUANCE.

APPLICATION FOR LICENSE - REAL ESTATE

SECTION A - Provide the requested information:

Legal Name (last) (first) (middle)

License Name

Other names used (include maiden name)

Residence Address (physical location) (number, street, apt. no.)

City State Zip Code

Mailing Address (include apt. no. or P.O. Box, city state, zip code)

Email Address @

Phone Number (days) [][][] - [][][] - [][][][]

Social Security # [][][] - [][][] - [][][][]

FOR OFFICE USE ONLY	
Lic No.	Lic Eff Date

Rev: 8/1/2021

SECTION B - Check applicable box and attach original certificate:

<input type="checkbox"/> Hawaii School Completion Certificate <input type="checkbox"/> Prelicensing Education Equivalency Certificate <input type="checkbox"/> If applicable, also attach Equivalency to Uniform Section of Examination Certificate <input type="checkbox"/> Experience Certificate for Real Estate Brokers Exam (Broker applicant only)	Type of license for which applying (check one): <input type="checkbox"/> Salesperson <input type="checkbox"/> Broker
	Type of license status (check one): <input type="checkbox"/> Active - Broker must complete the reverse side of this page. Otherwise, your license will be inactive. <input type="checkbox"/> Inactive

SECTION C - Answer ALL questions with an "X" in the appropriate box; an unanswered question is an incomplete application. Any false or untrue answer(s) to the following questions shall constitute grounds for refusal or subsequent revocation of license and is a misdemeanor under Hawaii law. (Sections 467-20, 436B-19, and 710-1017, HRS). The Hawaii Real Estate Commission reserves the right to verify any "no" answers.

EXCEPT FOR QUESTIONS 6 AND 7 EXPLAIN ALL "YES" RESPONSES ON A SEPARATE SHEET WITH DETAILED INFORMATION AND SUPPORTING DOCUMENTS AS DESCRIBED IN THE INSTRUCTIONS.

	YES	NO
1. a. Have you ever applied for, been granted, or held a real estate license in Hawaii or any other state: If yes, what state, license type, and license number? _____	<input type="checkbox"/>	<input type="checkbox"/>
b. Has an application for license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked, or otherwise subject to disciplinary action?	<input type="checkbox"/>	<input type="checkbox"/>
c. Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state?	<input type="checkbox"/>	<input type="checkbox"/>
d. Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are there any pending disciplinary actions against you?	<input type="checkbox"/>	<input type="checkbox"/>
2. During the past 20 years have you ever been convicted of any misdemeanors and/or felonies where there has not been an order annulling or expunging the conviction? If you answered "YES" and are licensed in another jurisdiction, were you required to report this conviction to that jurisdiction? Was disclosure made to that jurisdiction?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	YES	NO
3. Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you? If you answered "YES" and are licensed in another jurisdiction, were you required to report the pending lawsuit, unpaid judgment, outstanding tax obligation or any other involuntary lien to that jurisdiction? Was disclosure made to that jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you an alien without authorization to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you receive a preliminary decision from the Hawaii Real Estate Commission regarding this application for license? If yes, please provide the date of the Commission's decision: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a high school diploma, or its equivalent?	<input type="checkbox"/>	<input type="checkbox"/>

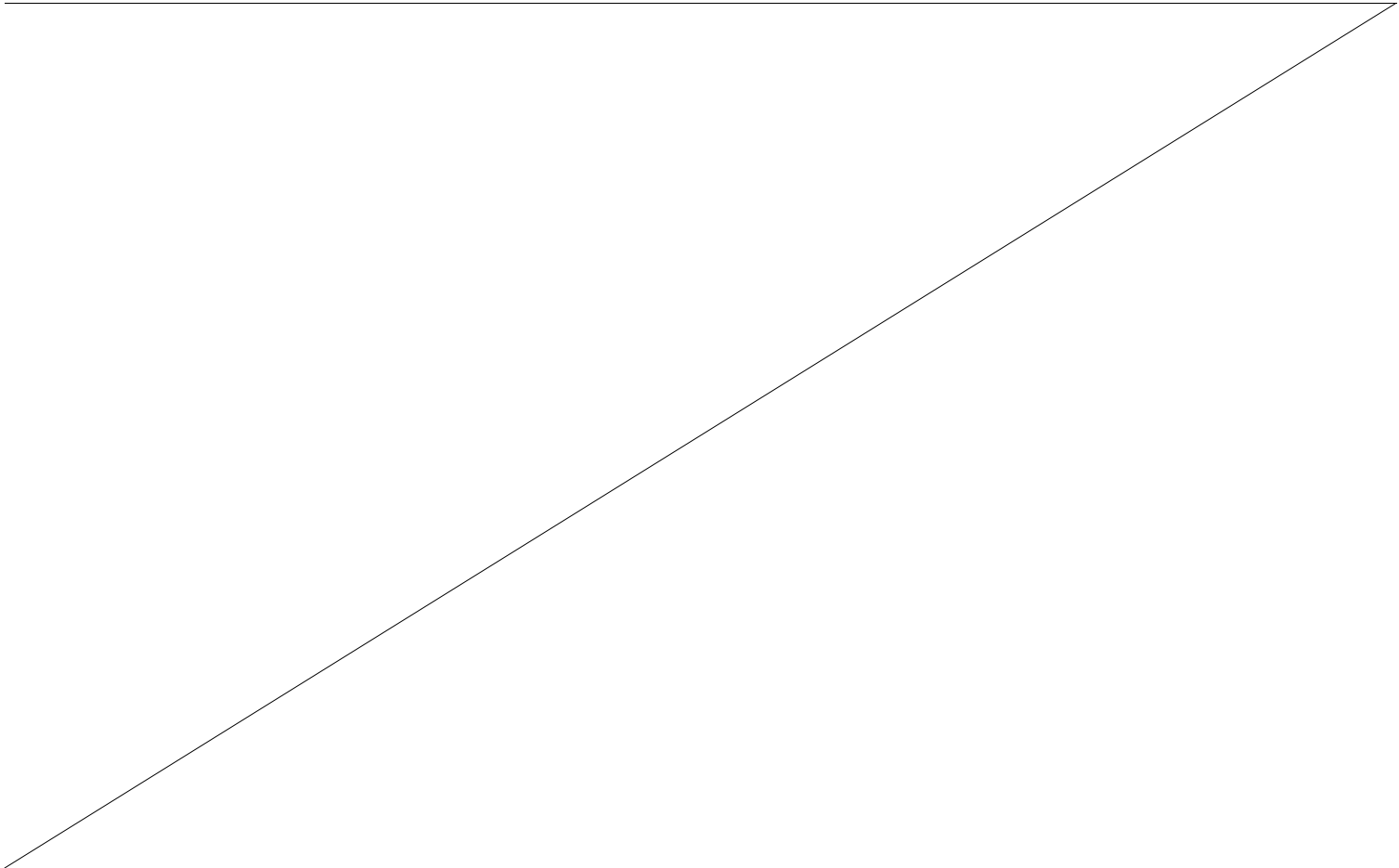
AFFIDAVIT OF APPLICANT

I have read and understand Section 467-8, HRS. I understand that no license will be issued to any person who does not possess a reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing. I understand that I will be denied licensure and be subject to reexamination if a COMPLETE application is not received within (two) 2 years from the date of the examination. I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees.

I hereby certify that the statements and answers on this application and accompanying documents are true and correct. I understand that any false or untrue statement or material misstatement of fact shall constitute grounds for refusal or subsequent revocation of license and is a misdemeanor under Hawaii law (Sections 467-20, 436B-19, 710-1017, HRS).

Signature of Applicant: _____ Date: _____

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.



CERTIFICATION OF PRINCIPAL BROKER OR BROKER IN CHARGE

(ACTIVE SALESPERSON & BROKER APPLICANT WITH SAME BROKER ASSOCIATION)

Name of Applicant

I, the undersigned, a licensed real estate broker in the State of Hawaii will exercise careful supervision over the above named applicant's real estate activities as required by the Hawaii Real Estate Commission's rules. I understand that the applicant may start to conduct real estate activities only after the Notice of Licensure, signed by the Executive Officer of the Hawaii Real Estate Commission, is received.

Signature of Principal Broker (PB) or Broker in Charge (BIC)

Print name of Principal Broker or Broker in Charge

LICENSE NO. OF PB or BIC

Name of Brokerage Firm

Business Address of Brokerage Firm

Phone No. of Brokerage Firm

LICENSE NO. OF BROKERAGE FIRM

Release of Information to Third Party:

To assist me in the licensing process, I authorize the individual named below to provide documentation in support of my application and/or to discuss the status of my application.

Print Name of Individual Who is Assisting You:

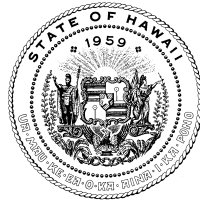
Name of Organization

Signature of Applicant

Date

JOSH GREEN, M.D.
GOVERNOR | KE KIA'ĀINA

SYLVIA LUKE
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



NADINE Y. ANDO
DIRECTOR | KA LUNA HO'OKELE

CINDY A. MATSUSHITA
LICENSING ADMINISTRATOR

STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAI'I
REAL ESTATE BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
KA 'OIHANA PILI KĀLEPA
KING KALAKAUA BUILDING
335 MERCHANT STREET, ROOM 333
HONOLULU, HAWAII 96813
<http://www.hawaii.gov/hirec>

February 2026

REAL ESTATE COMMISSION INFORMATIONAL NOTICE

NEW LICENSE APPLICANTS, LICENSE RENEWAL AND CONTINUING EDUCATION REQUIREMENT

All real estate licenses must be renewed by the renewal application deadline, **November 30, 2026**. All real estate licenses expire at the end of each even-numbered year, regardless of the initial date of licensure. Submission of a complete renewal application, payment of fees, and for active licensees, completion of continuing education courses, are required by the renewal application deadline to ensure the successful renewal of licenses before January 1, 2027. Licenses not successfully renewed will be considered forfeited as of January 1, 2027, and the licensee will not be able to conduct real estate activity or receive compensation.

If you are renewing your license on an active status, you must fulfill the mandatory continuing education requirement **prior** to submitting your renewal application. For a new salesperson licensee with a new license issued in 2026, see below – SALESPERSON APPLICANTS and SALESPERSON LICENSEES. If you are not able to complete the continuing education requirement, your license may be renewed on an inactive status and you may not conduct real estate activity or receive compensation. There is a \$25.00 fee to change from inactive status to active status, in addition to completion of the continuing education requirement.

SALESPERSON APPLICANTS and SALESPERSON LICENSEES:

- If you apply for a new salesperson license before the end of 2026, you will have to pay license fees twice in 2026. In addition to the fees you pay for your new license, you will have to pay renewal fees to renew your license by November 30, 2026. Fees are not prorated and cover the cost of processing, reviewing, and decision on the application.
- All salesperson licensees must complete the continuing education requirement prior to the renewal application deadline to successfully renew on an active status, unless you were issued a new salesperson license during calendar year 2026 and renew your license by November 30, 2026. If you were issued a new salesperson license in calendar year 2026 and renew your license by the renewal application deadline, you will be deemed to have completed the equivalent to the continuing education requirement and will not have to complete the continuing education requirement for this license renewal.

- If your new salesperson license application deadline is on or after December 31, 2026, and you do not desire to be licensed as a salesperson in 2026, **and the licensing renewal application period is in effect**, you may submit your complete salesperson license application during the renewal application period and request that your new salesperson license be effective January 1, 2027. Please call for specific information on this procedure. The aforementioned continuing education equivalency will not be applicable if licensed in calendar year 2027.

BROKER APPLICANTS and BROKER LICENSEES:

- All broker applicants and broker licensees must complete the continuing education requirement prior to the renewal application deadline in order to successfully renew their salesperson or broker license on an active status.
- If your broker license application deadline is on or after December 31, 2026, and you do not desire to be licensed as a broker in 2026, **and you received the renewal application for your salesperson license**, you may submit your complete broker license application during the renewal application period (must be received by November 30, 2026) and request that your salesperson license not be renewed and the new broker license be effective January 1, 2027. This procedure does not excuse completion of continuing education requirements for active licensees. Please call for specific information on this procedure.

DUPLICATE CONTINUING EDUCATION HOURS:

Pursuant to Hawaii Administrative Rules, §16-99-95, "Duplicate continuing education hours. Except as provided by the commission or by this subchapter, a licensee shall not take a continuing education course for which the licensee has already received a certificate within two consecutive biennia." If you have repeated a continuing education course that you have taken in the previous biennium, you will not receive credit for the repeated continuing education course. Licensees are responsible for confirming their continuing education course(s) have not been duplicated and may track their previous courses via their MyPVL account and clicking on the RECE (Real Estate Continuing Education) tab.

For more information, please contact our office at 1-844-808-DCCA (3222), or visit our website at www.hawaii.gov/hirec.

THE LAW DOES NOT PROVIDE FOR:

- **PRORATION OF FEES**
- **REFUND OR CREDIT OF FEES PAID**
- **EXTENSION OF TIME TO APPLY FOR A LICENSE**
- **EXTENSION OF TIME TO RENEW A LICENSE**

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 1-844-808-DCCA (3222) to submit your request.