

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Demographic Changes and Duplicate License for Real Estate Individuals
Form # DBPR RE 10

TRANSACTION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your form to ensure faster processing.

ALL License Applicants must submit:

- Section VI Affirmation By Written Declaration

Applicants requesting to:

- | | |
|---|----------|
| 1. Name Change with Issuance of Updated License | \$25 fee |
| 2. Address Change with Issuance of Updated | \$25 fee |
| 3. Request Duplicate License | \$25 fee |
| 4. Address Change without Issuance of Updated License | no fee |

- Make check payable to the Florida Department of Business and Professional Regulation.
- Name Change Applicants must submit supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)

Please mail your completed form, documentation and required fee(s) to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Demographic Changes and Duplicate License/Permit for Real Estate Individuals
Form # DBPR RE 10

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For additional information see Instructions at the end of this form.

Section I – Transaction Type

TRANSACTION TYPES	
<input type="checkbox"/>	Name Change with Issuance of Updated License/Permit – Fee \$25.00 [8001]
<input type="checkbox"/>	Address Change [9006]
	<input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Address Change with Issuance of Updated License/Permit – Fee \$25.00 [8001]
	<input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Request Duplicate License/Permit – Fee \$25.00 [8001]

Section II – License/Permit Type

CHECK ONLY ONE OF THE LICENSE/PERMIT TYPES (Use multiple forms if more than one license/permit type is applicable)	
<input type="checkbox"/> Sales Associate or Broker Sales Associate [2501]	<input type="checkbox"/> Instructor [2505]
<input type="checkbox"/> School Chief Administrator [2508]	<input type="checkbox"/> Broker [2501]

Section III –Name Change

APPLICANT INFORMATION			
This transaction is used when the applicant has a name change and must update his/her license information. Applicant must provide supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)			
License/Permit Number:			
PREVIOUS NAME			
Last/Surname	First	Middle	Suffix
NAME AFTER CHANGE			
Last/Surname	First	Middle	Suffix
MAILING ADDRESS			
Street Address or P.O. Box			
City	State	Zip Code (+4 optional)	
County (if Florida address)	Country		
CONTACT INFORMATION			
Primary Phone Number	Primary E-Mail Address		

Section IV –Address Change

APPLICANT INFORMATION			
License/Permit Number:			
Last/Surname	First	Middle	Suffix
CONTACT INFORMATION			
Primary Phone Number		Primary E-Mail Address	
NEW PHYSICAL ADDRESS			
Street Address			
City	State	Zip Code (+ 4 Optional)	
County	Country		
NEW MAILING ADDRESS			
Street Address			
City	State	Zip Code (+ 4 Optional)	
County	Country		

Section V – Request Duplicate License/Permit

LICENSEE INFORMATION			
License/Permit Number:			
Last/Surname	First	Middle	Suffix

Section VI – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p>	
Signature:	Date:
Print Name:	

Instructions and Additional Information

If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

1. Information

- a. For the "Name change with Issuance of Updated License," "Address Change with Issuance of Updated License," and "Request Duplicate License" transactions:
 - i. These transactions require DBPR to mail a new hard copy of the application's license with the updated information.
 - ii. Once the applicant receives the new license, he/she should destroy the old license.
 - iii. These transactions require a fee in the amount of \$25.00.
 - iv. Make checks payable to the Florida Department of Business and Professional Regulation.
- b. **Note: You may update both your name and address information at the same time by submitting fees in the amount of \$25.00 and selecting the following transactions:**
 - i. Name change with issuance of updated license; **AND**
 - ii. Address change

2. Application Instructions by section

a. Section I – Transaction Type

- i. **Name Change with Issuance of Updated License**
 - a. Select this transaction if you need to update your name information.
 - b. You will receive a new license showing your updated name information.
 - c. There is a \$25.00 fee for this transaction.
- ii. **Address Change**
 - a. Select this transaction if you need to update your physical and/or mailing address information.
 - b. You will not receive a new license showing your updated address information by selecting this transaction alone.
- iii. **Address Change with Issuance of Updated License**
 - a. Select this transaction if you need to update your physical and/or mailing address information **and** you want to receive an updated license.
 - b. There is a \$25.00 fee for the updated license.
- iv. **Request Duplicate License/Permit**
 - a. Select this transaction if you need to request a duplicate license.
 - b. There is a \$25.00 fee for the duplicate license.

b. Section II- License/Permit Type

- i. Select only one license/permit type.
- ii. Select the license type for which you are updating your information.
- iii. **Note:** If you need to update information on more than one license type, please submit separate applications for each different license type.

c. Section III - Name Change

- i. Enter your license/permit number.
- ii. Enter your previous name exactly as it is shown on your current license.
- iii. Enter your new name as it is shown on the supporting legal documentation showing the name change.
- iv. Applicant must provide supporting legal documentation of name change (e.g. court documents, marriage license, divorce decree, etc.)
- v. Failure to provide proper legal documents will result in a deficient application.
- vi. Provide your mailing address so that your license can be mailed to you.
- vii. Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.

d. Section IV – Address change

- i. **Note:** This form is to be used for address changes for individuals only. If you are trying to name change for a business, use form RE 12 – Real Estate Company Transactions.
- ii. Provide your license/permit number and name as they appear on your current real estate license/permit.
- iii. Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact

information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.

- iv. Provide your new physical address, if it has changed.
- v. Provide your new mailing address, if it has changed.

e. Section V – Request Duplicate License.

- i. Provide your name. Applicants must use the name as it appears on his or her Social Security card.
- ii. Provide your license/permit number.

f. Section VI – Affirmation by Written Declaration.

- i. The applicant must sign the affirmation by written declaration.