



STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

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“Promoting Mutual Respect”

*****IMPORTANT INFORMATION REGARDING YOUR LICENSE*****

The 2008 Legislature enacted a new section of law, ARS §41-1080, which requires licensing agencies, including the Department of Real Estate (ADRE), to obtain proof of the license applicant's legal presence in the United States prior to issuing a license. This also applies to license renewals. With your help, we can ensure your timely renewal.

Effective October 1, 2008, ADRE is permitted to renew only if we receive proof of your legal presence in this country.

Instructions to satisfy this requirement:

Send an email to legalpresence@azre.gov with the following information:

- 1) Your full name, as it appears on your license
- 2) Your REAL ESTATE license number
- 3) The expiration date of your REAL ESTATE license
- 4) A scanned LEGIBLE copy of one of the following documents:
 - An Arizona driver's license issued after 1996 *OR* an Arizona non-operating identification license
 - A driver license issued by a state that verifies lawful presence in the US
 - A birth certificate or delayed birth certificate issued in any state, territory or possession of the US
 - A US Certificate of birth abroad
 - A US passport
 - A foreign passport with a US Visa
 - An I-94 form with a photograph
 - A US Citizenship and Immigration Services Employment Authorization document or a Refugee Travel document
 - A US Certificate of Naturalization
 - A US Certificate of Citizenship
 - A tribal Certificate of Indian Blood
 - A tribal or BIA Affidavit of Birth

To ensure the document is received in time for the Department to process your renewal prior to expiration, we **STRONGLY** recommend that you submit this information immediately. This requirement need only be completed once; after the information is entered in the Department's licensing database you will not need to re-submit proof again in the future.

If you are unable to submit these documents via email to ADRE, you may send a legible copy, via regular mail (no faxes), with a cover letter stating that you are providing the documentation to meet the requirements of ARS §41-1080. The letter should include your real estate license number and your name as it appears on your license.

If you are a citizen of a foreign country who lives and works outside of the United States, and cannot satisfy these requirements, please contact the Department for more information at CAT@azre.gov.

~ Thank You

“An Equal Employment Opportunity Agency”
www.azre.gov