



## **REACTIVATION OF STANDARD LICENSE THAT HAS BEEN INACTIVE OR EXPIRED FOR MORE THAN FIVE YEARS**

Under Section 501 of the Real Estate Licensing and Registration Act, "Any person who remains inactive for a period of five years without renewing his license shall, prior to having a license reissued to him, submit to and pass the examination pertinent to the license for which the person is reapplying." After the five-year period, a license may only be reactivated once the licensee passes both portions of the real estate examination.

To retake the **sales examination**, access the website [pare.useclarus.com](http://pare.useclarus.com) and log in. Once logged in, you will apply to sit for the examinations and upload this form to that application. Please note, the information provided below must match the information entered on the exam application. If you have been actively licensed as a salesperson in another state within the last five years, you must also upload a current letter of good standing from that state's licensing agency to waive the "National Portion" of the examination.

To retake the **broker examination**, you must complete the request form below, and send it via email to [RA-realestate@pa.gov](mailto:RA-realestate@pa.gov). You will be notified by email when you have been authorized to schedule your exams.

1. Licensee's Name\*: \_\_\_\_\_
2. Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
3. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
4. Real Estate License Number: \_\_\_\_\_
5. Current Home/Mailing Address: \_\_\_\_\_  
(Street Address)
- \_\_\_\_\_
- (City) (State) (Zip)
6. Current Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
7. Email Address: \_\_\_\_\_

\*If you have had a change of name, you must submit one of the following:

- (1) A Birth Certificate.
- (2) A Marriage Certificate (not marriage license)
- (3) Divorce Decree.
- (4) An official name change document issued by a court.
- (5) A Passport.
- (6) A Social Security Card.
- (7) A Pennsylvania driver's license or non-driver ID card.
- (8) A driver's license or official non-driver ID card issued by another state that complies with the federal REAL ID Act requirements (signified with a star on the front).