



REAL ESTATE LICENSE TRANSFER REQUEST

1. Go to <https://delpros.delaware.gov/OH HomePage>.
2. Click GO on the *Apply/Manage a License and Service Requests* tile.

The screenshot shows the DELPROS homepage with the following content:

- Header: "DIVISION OF PROFESSIONAL REGULATION DEPARTMENT OF STATE" and "ENFORCING PROFESSIONAL STANDARDS".
- Mission statement: "Our Mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare."
- Three main service tiles:
 - Search & Verify License**: Look up public information on professional licenses and applicants. GO button.
 - Apply/Manage a License and Service Requests**: File a new license application, manage existing licenses, request license services or initiate service requests. **GO button highlighted with a red box.**
 - File a Complaint**: File a complaint against a Delaware person or business. GO button.

3. Log in with your email/username and password or **click Register** to create your user account for your existing real estate license.

The screenshot shows the DELPROS user registration and login page with the following content:

- Header: "HOME LICENSE LOOK-UP FILE A COMPLAINT LOG IN"
- Recommended browsers: "Recommended browsers - The following browsers are recommended when using DELPROS: Chrome, Safari, Firefox, or Edge. Click [HERE](#) for browser download instructions."
- Two main sections:
 - New Users**:
 - Create a New Account**: Click REGISTER below to create a new DELPROS account. Use this option if you are a new customer, or if you are an existing licensee or applicant, but have not yet created a DELPROS user account. Usernames and Passwords created prior to June 29, 2020 for previous licensure system will not work in DELPROS. You must register as a new user in DELPROS. **FACILITY REGISTRATION**: If you have been designated to manage your facility's license/application record, you must be a registered DELPROS user. If you have not yet registered yourself as a user, complete the registration process and then follow the instructions in the link below to associate yourself to the facility. [DELPROS Registration and Facility Management Guide](#). **REGISTER button highlighted with a red box.**
 - Existing Users**:
 - Log in here if you have already created a DELPROS user account. Usernames and Passwords created prior to June 29, 2020 for previous licensure system will not work in DELPROS. You must register as a new user in DELPROS. **FACILITY MANAGEMENT**: If you have been designated to manage your facility's license/application record, follow the instructions in the link below to associate yourself to the facility. [DELPROS Registration and Facility Management Guide](#).
 - Login form**: **LOGIN button highlighted with a red box.** Fields for Email and Password are also highlighted with a red box.
 - Links: [Forgot Password?](#) [Forgot Username?](#)

4. Click SERVICE REQUEST in the blue banner at the top of your screen.

The screenshot shows the top navigation bar of the DELPROS website. The navigation items are: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST (highlighted with a red box), CONTINUING EDUCATION, and a shopping cart icon with '0'. A user profile icon is in the top right corner. Below the navigation bar, the main content area has a blue header that says 'Welcome to your DELPROS Dashboard'. Below this, there is a paragraph of text: 'Use the Links above (License Lookup, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications. Use the [Cart Link](#) to navigate to the cart to pay pending fees.' Below that is a section titled 'Facility Management' with a paragraph: 'If you have been designated to manage your facility's license/application record, follow the instructions in the Facility Management link below to associate yourself to the facility. [DELPROS Registration and Facility Management Guide](#) Are you applying for a new facility license? Click [here](#) to create your Facility Account in DELPROS by clicking before starting your application.'

5. Click Apply for a New Service Request.

The screenshot shows the 'Service Request Dashboard'. At the top, it says 'Welcome to your Service Request Dashboard'. Below that is a red text block: 'RECOMMENDED BROWSERS - The following browsers are recommended when using DELPROS: Chrome, Safari, Firefox, or Edge. Click [HERE](#) for browser download instructions.' Below this is a blue button with a white plus sign and the text '+ APPLY FOR A NEW SERVICE REQUEST', which is highlighted with a red box. Below the button is a section titled 'Service Request' with a paragraph: 'You must provide all of the information that is requested in each section of the Service Request. Once the Service Request is complete and submitted, the appropriate Board will review your Request. You will be contacted by email when the Request is complete. *Note: You cannot save your request and return to it at another time. Use the [Cart Link](#) above to navigate to the cart to pay pending fees. All Service Requests you have submitted are listed below.'

6. Select YES to the below question.

The screenshot shows a 'Service Request' form. The title 'Service Request' is at the top left. Below it, the word 'Question' is displayed. To the right of 'Question' is a dropdown menu with the text 'Is your request specific to a particular license or application?' and the selected option 'Yes'. Below the dropdown are two buttons: 'PROCEED' (in blue) and 'CANCEL' (in gray).

7. **Select** Profession, License Type and the service request type as *License Transfer* and **select** the license you wish to transfer.

Service Request

Your Information

Select your Profession, License Type, and the Service Request you wish to submit to continue.

Profession
Real Estate

License Type
Salesperson

Service Request Type
License Transfer

Select	License Number	Profession	License Type
<input checked="" type="checkbox"/>	RS-0036389	Real Estate	Salesperson

CANCEL SAVE AND CONTINUE

8. As a Salesperson or Associate Broker, provide the *Employing Broker of Record* license information. **Search** by name or license number. **Click** on the correct Broker license from the search list:

Employing Broker

Name / License Number of Employing Broker of Record

The Employing Broker must be the Broker of Record for the Employing Broker Office listed in the Employing Broker Office Information section.

Kendra
KENDRA T. TESTER, RB-0030955, Broker

If you DO NOT select the license, you will receive the below error message when you try to proceed with the transfer:

Employing Broker

Name / License Number of Employing Broker of Record

The Employing Broker must be the Broker of Record for the Employing Broker Office listed in the Employing Broker Office Information section.

Kendra Tester

Error

You have not selected your Employing Broker of Record license. To proceed, you must select your Employing Broker license from the search results list.

OK

9. As a Salesperson or Associate Broker, provide the *Employing Broker Office* license information.
- Is the employing Broker Office located in Delaware?
 - IF **YES**, **Search** by name or license number. **Click** on the correct Broker license from the search list:

Is the Employing Broker Office location in Delaware?

Yes No

Enter License or Application Number of the Employing Broker Office

- Professor LLC, APP-000001471, Main Office Permit
- Professor LLC, RM-0010627, Main Office Permit

Physical Location of the Main or Branch office you enter will be used as your new Office Location and will be shown on your license certificate.

- If your Employing Broker Office is in Delaware, enter the license number of the Real Estate Main or Branch Office you are transferring to. If a license application for the Main or Branch Office you are transferring to is currently in process, enter the application number instead. Your service request will be processed on approval of the Main or Branch office application.
- If your Employing Broker Office is outside Delaware, enter the Office Name and Physical Location in address line fields shown.

If you **DO NOT** select the office license, you will receive the below error message when you try to proceed with the transfer:

Is the Employing Broker Office location in Delaware?

Yes No

Enter License or Application Number of the Employing Broker Office

Physical Location of the Main or Branch office you enter will be used as your new Office Location and will be shown on your license certificate.

- If your Employing Broker Office is in Delaware, enter the license number of the Real Estate Main or Branch Office you are transferring to.

Error

You have not selected the Delaware Office Permit license or application number. To proceed, you must select the Delaware Office Permit license or application from the search results list.

OK

- If **NO**, **Enter** the Office Name and Physical Location in address line fields:

★ Name of Broker Office

Broker Office Address Line 1

Broker Office Address Line 2

Broker Office City

Broker Office State

Broker Office Zip Code

10. **Review** all the employing Broker of Record and Office information you provided to ensure you have the correct license for both the Broker and Office OR out of state Office address.

Employing Broker

The Employing Broker must be the Broker of Record for the Employing Broker Office listed in the Employing Broker Office Information section.

Name / License Number of Employing Broker of Record

RB-0030955

Is the Employing Broker Office location in Delaware?

Yes No

Employing Broker Office Information

Physical Location of the Main or Branch office you enter will be used as your new Office Location and will be shown on your license certificate.

- If your Employing Broker Office is in Delaware, enter the license number of the Real Estate Main or Branch Office you are transferring to. If a license application for the Main or Branch Office you are transferring to is currently in process, enter the application number instead. Your service request will be processed on approval of the Main or Branch office application.
- If your Employing Broker Office is outside Delaware, enter the Office Name and Physical Location in address line fields shown.

* Name of Broker Office

Test New Office

Broker Office Address Line 1

1 Nantuckett Dr

Broker Office Address Line 2

Suite 861

Broker Office City

Dallas

Broker Office State

TX ▼

Broker Office Zip Code

75201

CANCEL

PROCEED

11. **Click** proceed to upload the required forms:

- [Releasing Broker of Record \(Current Broker\) form](#)
- [Employing Broker of Record form](#)

Service Request

License Transfer

To request to transfer your real estate license to another RE office where you will be employed. **The employing Broker of Record for the new office must be licensed in Delaware.**

Attachments

Upload the requested Document(s) by clicking the **Choose File** button under each submission, then click the **Upload** button. Repeat this process to upload multiple files. After upload of all files,click **Save** to continue.

Files must be less than 20 MB in size.

*Required	<p style="font-weight: bold; font-size: small; margin: 0;">Signed Statement By Releasing Broker of Record</p> <p style="font-size: x-small; margin: 0;">Upload the signed form from your current Broker of Record releasing you from under their employ.</p> <p style="font-size: x-small; margin: 0;">Click HERE to download the releasing Broker form.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;">Browse...</div> No file selected.	Uploaded Documents
*Required	<p style="font-weight: bold; font-size: small; margin: 0;">Signed Statement By Employing Broker of Record</p> <p style="font-size: x-small; margin: 0;">Upload the signed form from your new, employing Broker of Record accepting you under their employ.</p> <p style="font-size: x-small; margin: 0;">Click HERE to download the employing Broker form.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;">Browse...</div> No file selected.	Uploaded Documents

12. After uploading both completed and signed forms, **click** UPLOAD, then PROCEED. The \$25.00 license transfer fee will show in your cart:

MARIE ANN DOE`s Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
 If you want to return to your home page, simply click on the DASHBOARD link located at the top of the page.
 To continue paying, select the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then click the CONTINUE button.
ALL PAYMENTS ARE NON-REFUNDABLE.
Important! Do not save your credit card or any other information on a public computer!

Cart #X-2022-04-12_02-36-21

Items Checkout Confirmation

Fees

<input type="checkbox"/>	Type	Licensee Name	Fee Type	Amount	Amount Outstanding	Delegate Status
<input type="checkbox"/>	Salesperson	MARIE ANN DOE	License Transfer	\$25.00	\$25.00	

13. After your license transfer service request is reviewed and approved, you will receive the Service Request Completion email:

From: noreply@delaware.gov 4:03 PM | Today
 To: [MARIE DOE](#)

Dear MARIE DOE:

Your service request for License Transfer, Number: SR-001850, was completed on 04/12/2022.

Sincerely,

DELAWARE DIVISION OF PROFESSIONAL REGULATION
 CANNON BUILDING
 861 SILVER LAKE BLVD., SUITE 203
 DOVER, DELAWARE 19904-2467
 TELEPHONE: (302) 744-4500
 FAX: (302) 739-2711
 WEBSITE: www.dpr.delaware.gov
 EMAIL: customerservice.dpr@delaware.gov

14. To view and download your updated license, from the transferred license, **click** OPTIONS, **select** *Download Certificate*:

PROFESSIONAL LICENSE

PROFESSION:	Real Estate
LICENSE TYPE:	Salesperson
LICENSE NUMBER:	RS-0036389
LICENSE STATUS:	Active
ISSUE DATE:	02/27/2021
EXPIRATION DATE:	04/30/2022
ISSUED TO:	MARIE ANN DOE
FACILITY NAME:	Test New Office
BROKER'S OFFICE ADDRESS:	1 NANTUCKETT DR SUITE 861 DALLAS TX 75201

SAMPLE