

RE-ACTIVATING OR RESTORING A FORFEITED LICENSE

If your license is renewed on INACTIVE status, and you wish to change to active status, or if for any reason your license is forfeited on January 1, 2015 (whether you voluntarily did not renew on time, you forgot to renew, your check was returned by the financial institution, etc.) and you wish to restore your license, the table below lists documents and fees which must be submitted to the Licensing Branch. If your license was forfeited before or on January 1, 2015, or if you apply for restoration after December 31, 2015, you must submit a Restoration Application (call 586-3000 to obtain application) and follow the instructions that accompany that application.

RE-ACTIVATING

Individual Brokers, Salespersons	Principal Brokers, Brokers in Charge	Entities (Corporation, Partnership, LLC, or LLP)	Sole Proprietors	Branch Office
<ul style="list-style-type: none"> • Change Form (signed by Principal Broker or Broker in Charge) • \$25 fee 	<ul style="list-style-type: none"> • Change Form • \$25 fee 	<ul style="list-style-type: none"> • Change Form for entity with \$75 fee • Change Form for principal broker with \$25 fee • Change Form for ALL associating licensees with \$25 fee for each Change Form 	<ul style="list-style-type: none"> • Application for sole proprietor • \$40 fee • Change Form for ALL associating licensees with \$25 fee for each Change Form 	<ul style="list-style-type: none"> • Change Form for branch office with \$75 fee • Change Form to register a broker in charge if the principal broker has not already designated a broker in charge
<ul style="list-style-type: none"> • Original Continuing Education Certificates 	<ul style="list-style-type: none"> • Original Continuing Education Certificates 		<ul style="list-style-type: none"> • Original Continuing Education Certificates 	
		<ul style="list-style-type: none"> • Trade name document (if using a trade name) from Business Registration Division 586-2727 	<ul style="list-style-type: none"> • Trade name document (if using a trade name) from Business Registration Division 586-2727 	
		<ul style="list-style-type: none"> • Certificate of Good Standing from Business Registration 		
		<ul style="list-style-type: none"> • Entity Resolution appointing principal broker 		

RESTORING BETWEEN JANUARY 1 AND DECEMBER 31, 2015

<ul style="list-style-type: none"> • Renewal Application • \$210 renewal fee • \$50 penalty fee • Original continuing education certificates • Change Form if restoring on active status 	<ul style="list-style-type: none"> • Renewal Application • \$210 renewal fee • \$50 penalty fee • Original continuing education certificates • Change Form if restoring on active status 	<ul style="list-style-type: none"> • Renewal Application • \$272 renewal fee • \$100 penalty fee • Change Form for principal broker • Change Form for ALL associating licensees • Trade name document (if using a trade name) • Certificate of Good Standing • Entity Resolution appointing principal broker 	<ul style="list-style-type: none"> • Renewal Application • \$248 renewal fee • \$80 penalty fee • Original continuing education certificates • Trade name document (if using a trade name) • Change Form for ALL associating licensees 	<ul style="list-style-type: none"> • Renewal Application • \$210 renewal fee • \$50 penalty fee
---	---	--	--	--

The Change Form and Application for License: Real Estate Sole Proprietor may be retrieved from the Commission's web site: <http://www.hawaii.gov/hirec>.

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