You will need to know your broker license number and the license number of the firm this additional broker officer license is to be assigned to. If this a new firm then the firm application must be submitted as well.

You will need to submit legal proof that you are an officer, member or partner of the firm. (Examples: copies of the Articles of Incorporation or Articles of Organization, certified copies of shareholder meeting minutes naming the broker as an officer, etc.)

License fee will be \$50.00.

Additional broker officer licenses have the same expiration date as the broker's primary license, no matter when the additional broker officer license is issued.