

DATE: November 14, 2011
TO: All Maryland Real Estate Brokers
FROM: Kathie Connelly, Executive Director
SUBJECT: Paperless Licensing

The Maryland Real Estate Commission is continually attempting to improve the services that it provides to the consumers of Maryland, and to the licensees that it regulates. As technology has improved, the Commission is also improving how it conducts business.

We wish to advise you that beginning **December 1, 2011** we will no longer be issuing paper licenses to brokers, associate brokers or salespersons. We will be sending an email to each broker stating that a person has affiliated with your company, renewed or upgraded his or her license, and that the license is ready to print. We are creating a portal on our website that you can sign onto, similar to the one used when renewing your license, and it will list for you all of the licenses that you need to print. You can use your current login and password. Go to <https://www.dllr.state.md.us/cgi-bin/ElectronicLicensing/RE/interim/REInterim1.cgi> to verify that your email address is correct, and to ensure that you receive these notifications.

Once you have downloaded the license, you may save it to a file for your records, and then print a copy so that the agent may cut out and retain the pocket card. Having a printed copy of the pocket card is necessary so that licensees can show a license number when registering for classes, etc. You may wish to use a heavier stock of paper to make the license more durable. We will no longer be requiring wall licenses to be physically hanging on a wall. However, we will require that you have access to these licenses in your database so that you can show one to us if requested by an auditor or investigator. It is our suggestion that you save the licenses in folders with the expiration date so that you will know that they will need to renew again by that date, two years later.

You may still receive paper licenses temporarily as the State's IT department may continue to run them simultaneously until they are comfortable that the system is working properly. Of course, we want you to advise us if you have any issues downloading the licenses. **THE LICENSES WILL BE AVAILABLE FOR 60 DAYS ON THE WEB FOR YOU TO PRINT. USE THIS LINK TO ACCESS THE LICENSES FOR PRINTING:** <https://www.dllr.state.md.us/cgi-bin/ElectronicLicensing/CIPS/Portal1.cgi?board=11&lib=DLLR>.

If you need a duplicate license for anyone who applied for a license prior to 12/1/11, you will need to follow the duplicate license requirements outlined in §17-317. There is a form on line to use for that request. Anyone that applies for a license after 12/1/11 may request a duplicate license by email.

Please contact Steve Long, my Assistant Director, or me if you have any questions. You can contact us at either 410-230-6351 (jlong@dllr.state.md.us) or 410-230-6227 (kconnelly@dllr.state.md.us), respectively. We thank you for your patience as we begin this process to help make a greener Maryland.