

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Application for Additional School Location**  
**Form # DBPR RE 9**

**APPLICATION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your application to ensure faster processing.**

**Open Additional School Location Applicants must submit:**

- Fee:
  - \$50.00.
  - Make check payable to the Florida Department of Business and Professional Regulation.
- Completed Sections I, II, III and V of this application.

**Close Additional School Location Applicants must submit:**

- Completed Sections I, II, III and V of this application
- No fee is assessed for this transaction.

**Request Duplicate Permit Applicants must submit:**

- Fee:
  - \$25.00 for each additional school location.
  - Make check payable to the Florida Department of Business and Professional Regulation.
- Complete Sections I, IV and V of this application.

**Please mail your completed application, documentation and required fee(s) to:**

Department of Business and Professional Regulation  
1940 North Monroe Street  
Tallahassee, FL 32399-0783

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Application for Additional School Location**  
**Form # DBPR RE 9**

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.  
**For additional information see Instructions at the end of this application.**

**Section I - Application Type**

| CHECK ONE OF THE APPLICATION TYPES |  |
|------------------------------------|--|
| <input type="checkbox"/>           | Open Additional School Location – Fee \$50 ( <b>Complete Sections I, II, III and V</b> ) [2507/1020]<br><i>Note – You may open more than one additional school location with this application; however, if you wish to also close an additional school location, you must submit another Form DBPR RE 9 and select “Close Additional School Location” as the transaction type.</i> |
| <input type="checkbox"/>           | Close Additional School Location ( <b>Complete Sections I, II, III and V</b> ) [2507/8050]<br><i>Note – You may close more than one additional school location with this application; however, if you wish to also open an additional school location, you must submit another Form DBPR RE 9 and select “Open additional School Location” as the transaction type.</i>            |
| <input type="checkbox"/>           | Request Duplicate Permit – Fee \$25 ( <b>Complete Section I, IV and V</b> ) [2507/8001]  |
| Contact Person Name:               |  |
| Phone Number:                      | Email Address:   |

**Section II – School/Main Location Information**

| SCHOOL/MAIN LOCATION INFORMATION |       |        |        |
|----------------------------------|-------|--------|--------|
| School Permit Number             |       |        |        |
| School Name                      |       |        |        |
| Last/Surname (Permit Holder)     | First | Middle | Suffix |
| License Number of Permit Holder  |       |        |        |

**Section III – Additional School Location Information** (*Attach additional copies as necessary*)

| ADDITIONAL SCHOOL LOCATION INFORMATION   |         |                        |
|--|---------|------------------------|
| Additional School Location Permit Number (Provide school location permit number if closing school location): |         |                        |
| Street Address   |         |                        |
|  |         |                        |
| City   | State   | Zip Code (+4 optional) |
| County   | Country |                        |

| ADDITIONAL SCHOOL LOCATION INFORMATION   |         |                        |
|--|---------|------------------------|
| Additional School Location Permit Number (Provide school location permit number if closing school location): |         |                        |
| Street Address   |         |                        |
|  |         |                        |
| City   | State   | Zip Code (+4 optional) |
| County   | Country |                        |

| ADDITIONAL SCHOOL LOCATION INFORMATION   |         |                        |
|--|---------|------------------------|
| Additional School Location Permit Number (Provide school location permit number if closing school location): |         |                        |
| Street Address   |         |                        |
|  |         |                        |
| City   | State   | Zip Code (+4 optional) |
| County   | Country |                        |

| ADDITIONAL SCHOOL LOCATION INFORMATION   |         |                        |
|--|---------|------------------------|
| Additional School Location Permit Number (Provide school location permit number if closing school location): |         |                        |
| Street Address   |         |                        |
|  |         |                        |
| City   | State   | Zip Code (+4 optional) |
| County   | Country |                        |

#### Section IV – Request Duplicate Permit

| ADDITIONAL SCHOOL LOCATION INFORMATION  |                 |
|---|-----------------|
| Additional School Location Permit #   |                 |
| School Permit Holder Name   | School Permit # |
| <input type="checkbox"/> I hereby certify that I need a replacement license issued by the Department of Business and Professional Regulation because my current license was lost, destroyed, or based on a name change or address change, and that my request for a duplicate license is for a legitimate business purpose. |                 |

**Section V – Affirmation by Written Declaration**

Note: All Applicants must complete this Section.

| AFFIRMATION BY WRITTEN DECLARATION  |       |
|---|-------|
| I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b> |       |
| Signature of School Permit Holder:  | Date: |
| Print Name:   |       |

## Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.*

### 1. Information

- a) This form is to open one or more additional school locations, close one or more additional locations, or request a duplicate copy of one or more additional locations.
- b) If you would like to open and close an additional school location(s), please submit an application containing only additional school openings and a separate application containing only additional school closures.
- c) An additional location license may not be transferred to a new location.

### 2. Application Instructions by section

#### a) Section I – Application Type

- i) Select only one application type.
- ii) Select Open Additional School Location to open an additional school location. You may open more than one school location using this application, but you may not open and close school locations using the same application. Please use separate applications- one for all openings and one for all closures.
- iii) Select Close Additional School Location to close an additional school location. You may close more than one school location using this application, but you may not open and close school locations using the same application. Please use separate applications- one for all openings and one for all closures.
- iv) Select Request Duplicate License to obtain a duplicate license for a branch office.
- v) Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.

#### b) Section II – School Main Location Information

- i) Enter the permit number of the school (the ZH number)
- ii) Enter the name of the school.
- iii) Enter the name of the qualifying permit holder. Applicants must use the name as it appears on his or her Social Security card. Do not use any nicknames, aliases, or initials.
- iv) Enter the license number of the permit holder.

#### c) Section III – Additional School Location Information

- i) This section will be the same for opening or closing one or more school locations.
- ii) **Note:** Please use separate applications if you wish to open and close additional school locations- one for all openings and one for all closures.
- iii) For opening an additional location complete this section as follows:
  - (1) If you are opening a new additional location, you will not have an additional location license number. A new number will be issued for each new additional location.
  - (2) Enter the street address of the new additional location or locations. Use additional pages as needed. A P.O. Box number may not be used for an additional location.
  - (3) The country is not required unless the additional location is located outside of the United States.
- iv) For closing an additional location complete this section as follows:
  - (1) Enter the license number of the additional location that is being closed.
  - (2) Enter the street address of the additional location
  - (3) The country is not required unless the additional location is located outside of the United States.

#### d) Section IV – Request Duplicate Permit

- i) Enter the permit number of the location that requires a duplicate license.
- ii) Enter the permit holder name.
- iii) Enter the main school's permit number.
- iv) This transaction requires a fee in the amount of \$25.00.

#### e) Section V – Affirmation by Written Declaration

- (1) The permit holder must sign the affirmation by written declaration.