



## State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

REAL ESTATE COMMISSION

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### BULLETIN NO. 13-19

**TO: ALL LICENSED NEW JERSEY REAL ESTATE LICENSEES, SCHOOL DIRECTORS, INSTRUCTORS AND OTHER INTERESTED PARTIES**

**FROM: ROBERT L. KINNIEBREW, EXECUTIVE DIRECTOR**

**DATE: DECEMBER 4, 2013**

**RE: PRINTING OR DOWNLOADING OF REAL ESTATE LICENSES AND GUIDANCE ON POCKET CARD REQUIREMENT**

The purpose of this Bulletin is to notify all real estate licensees that further enhancements to the Real Estate Commission ("Commission") licensing system have been completed which will afford greater flexibility to licensees in complying with statutory and regulatory requirements. Specifically, individual brokers, broker-salespersons, salespersons and referral agents are now able to print or download their individual license (referred to as the "pocket card license" in this Bulletin). Based upon the new option, brokers no longer must print the licenses of all those individuals licensed with their firm and provide a copy of the pocket card license to those individuals as set forth in Bulletin No. 13-11. Instead, brokers may continue to do so or may require that individual licensees either print or obtain an electronic version of their own pocket card license through the Commission's website.

Individual licensees may now access the print or download function through the Real Estate Commission Online Services main menu. This is the same system licensees used to answer the qualifying questions prior to license renewal or reinstatement. The link to that main menu is <http://reconline.nj.gov>. Once in the Main Menu, the link "Email My Individual License" should be selected. The license may be printed or a pdf version may be emailed to the email address selected. If printed, licenses may be printed on paper of any color or quality, but must be legible.

Pursuant to N.J.S.A. 45:15-14, all licensees must have their pocket card license in their possession at all times when engaged in the business of a real estate broker, broker-salesperson, salesperson or referral agent. To be in compliance with this statutory requirement, licensees must carry the physical copy of their pocket card license or have a digital image of their pocket card license in their possession on a cell phone, tablet, laptop, or other electronic device.

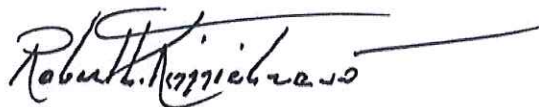
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Regardless of which option is chosen, the licensee must have either the paper or digital pocket card license in their possession at all times when engaged in the business of a real estate broker, broker-salesperson, salesperson or referral agent and must be able to produce the physical or electronic image of their pocket card license upon request.

Brokers should continue to be guided by Bulletin No. 13-11 (which may be accessed at [http://www.state.nj.us/dobi/bulletins/blt13\\_11.pdf](http://www.state.nj.us/dobi/bulletins/blt13_11.pdf)) regarding the requirement to print the brokerage firm's license and the requirement to display the licenses of individuals who work for the firm.

All brokers should promptly disseminate this Bulletin to all persons licensed with their firms. All real estate pre-license instructors and directors of schools should disseminate this Bulletin to all candidates attending pre-licensure courses.

A handwritten signature in black ink, appearing to read "Robert L. Kinniebrew", with a long horizontal line extending to the right.

Robert L. Kinniebrew  
Executive Director