



# Illinois Department of Financial and Professional Regulation

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## Division of Real Estate

**BRUCE RAUNER**  
Governor

**BRYAN A. SCHNEIDER**  
Secretary

**Kreg T Allison**  
Director  
Division of Real Estate

## Illinois Department of Financial and Professional Regulation Division of Real Estate Paperless Policy

Beginning **October 1<sup>st</sup>, 2018**, the Illinois Department of Financial and Professional Regulation's (IDFPR) Division of Real Estate will no longer accept paper applications for specific professions that have already been migrated to our [Online Services Portal](#).

Licenses impacted by this deadline include:

- Real Estate Broker
- Real Estate Managing Broker
- Real Estate Leasing Agents
- Real Estate Student Leasing Agents
- Real Estate Brokerage Branch Offices
- Real Estate Brokerage Corporations
- Real Estate Brokerage Limited Liability Firms
- Real Estate Brokerage Partnerships
- Real Estate Pre-License Instructors
- Real Estate CE Instructors

In addition to applications, transactions impacted by this deadline include:

- Sponsorship Terminations
  - A Named Managing Broker terminating a Licensee
  - A Licensee terminating their Sponsoring Broker (leaving brokerage)
- Sponsorship Transfers
  - Licensee transferring to a new Sponsoring Broker (remaining in Active Status)
  - Licensee adding a new Sponsoring Broker (if currently without Sponsorship)
- Online License History Certification for Licensees without Disciplinary History

**All paper applications or payments postmarked or walked-in before October 1<sup>st</sup> will be accepted and processed. Paper applications postmarked or walked-in on or after October 1<sup>st</sup> will be returned to the sender.**

Individuals that do not have access to a computer and cannot use the Online Services Portal due to extenuating circumstances may request special processing. *Please note: if an individual is granted special processing, it may add an additional 4-6 weeks to the normal application review process.*

Following this date, all individuals will be required to apply online through our website which can be accessed at <http://www.idfpr.com/onlineresources.asp>. All fees can be paid online through eCheck or with a credit card.

The Division of Real Estate's transition from paper applications to solely electronic will significantly improve operating efficiencies and licensees' experiences. Please continue to check our website as additional licenses will go paperless as they are added to our online portal.