



Arizona Department of Real Estate (ADRE)

www.azre.gov
licensing@azre.gov
2910 N. 44th Street
Phoenix, Arizona 85018

Janice K. Brewer
Governor

Judy Lowe
Commissioner

PROOF OF LEGAL PRESENCE

ARS §41-1080 requires licensing agencies, including the Arizona Department of Real Estate (ADRE), to obtain proof of the license applicant’s legal presence in the United States prior to issuing (or renewing) a license. ADRE may issue/renew a license only after receiving proof of licensee’s legal presence in the United States. Further, Effective July 20, 2011, if the identification you provide does not contain a photograph (i.e. birth certificate), you must also submit a government issued document that contains a photograph.

To ensure the document is received in time for ADRE to process a renewal prior to the actual expiration date, ADRE **STRONGLY** recommends this information be submitted well in advance of the renewal date. This requirement need only be completed once; it is not required of subsequent renewals

Instructions to satisfy this requirement:

Log onto ADRE’s Online Licensing System at <https://az.gov/webapp/dre/> and select “Manage My Legal Presence Requirements” on the right side of the screen. **Select the type of document that is being provided** from the drop-down menu and **use the “Browse” button** to select where the document is stored on the computer, to allow for uploading. Click on “submit.” Licensees with a valid email address on file with ADRE will be advised by email of whether the document is accepted. **Please ensure the document is legible before submitting it.**

Acceptable documents as outlined by the law are:

An Arizona driver’s license issued after 1996 OR an Arizona non-operating identification license	A driver license issued by a state that verifies lawful presence in the US
A birth certificate or delayed birth certificate issued in any state, territory or possession of the US	A US Certificate of birth abroad
A US passport	A foreign passport with a USA Visa
An 1-94 form with a photograph	A US Citizenship & Immigration Services Employment Authorization document or a Refugee Travel document
A US Certificate of Naturalization	A US Certificate of Citizenship
A tribal Certificate of Indian Blood	A tribal or BIA Affidavit of Birth

If uploading documents to ADRE website is not successful, send a **legible copy**, via regular mail (**no faxes**), with a cover letter, including name and license number as it appears on the real estate license, stating that the documentation is being provided to meet the requirements of ARS §41-1080.

A citizen of a foreign country who lives and works outside of the United States, and cannot satisfy these requirements, please contact ADRE for more information at licensing@azre.gov.