



How to Transfer Your Broker License

Instructions on transferring your Washington real estate broker license from your existing brokerage to Kelly Right Real Estate.

How to Apply for a License www.dol.wa.gov/business/realestate/brokerslicense.html

How to Renew your License www.dol.wa.gov/business/realestate/brokersrenew.html

1. **Log into your SAW Account**
2. **Separate License:** Separate license from your current brokerage. *Skip this step if your license is not with a current brokerage.
3. **Accept Invite:** Kelly Right Real Estate adds your license, and you accept the invitation to activate your license with the brokerage.
4. **MLS Transfer(s):** Kelly Right Real Estate initiates the MLS transfer process and contacts you with further instructions.
5. **DOL (Department of Licensing) Support for Licensing and SAW Account Assistance:** 360-664-6488 or realestate@dol.wa.gov

***FINGERPRINT WARNING: Before Separating your License:**

Fingerprints are required to be done every 6 years. Before you separate your license from a brokerage, if you have not updated your fingerprints in the last six years, your license will remain inactive once it is separated, and you will not be able to join any brokerage until they are current.

>> Fingerprint Instructions here: www.dol.wa.gov/business/fingerprinting.html

Once you do your fingerprints, it may take a few weeks before they are processed with the Department of Licensing.

Step 1: Log into the DOL with your SAW account

Log in to your [Secure Access Washington \(SAW\)](#) account, which you should have for your driver's license.

- How to Log in to your SAW Account: <https://professions.dol.wa.gov/s/saw-help>
- Click "**Access Now**" on DOL Professional and Business Licensing.

THE SEAL OF THE STATE OF WASHINGTON
1889

GOOD AFTERNOON!

What can we help you access today?

SecureAccess
Washington

ACCOUNT GET HELP TIPS ON LOGOUT

Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. To see open job postings for the SAW Team, go to our [jobs page](#).

ADD A NEW SERVICE

DOL PROFESSIONAL AND BUSINESS LICENSING provided by Department of Licensing

[Access Now](#)

DOL's new secure service for professionals and businesses through the DOL professional and business licensing portal. Access for professional licensing for Notaries, Architects, Engineers, and more.

[Contact bpdelicensing help desk](#) [Remove from my list](#)

SHOWING YOUR SERVICES FROM
ALL OF WASHINGTON

WASHINGTON STATE AGENCIES

a. If you do not see this option, click "Add A New Service"

SecureAccess
Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

I have been given a code by an agency.

I would like to browse a list of services by name. **A-Z**

I would like to browse a list of services by agency.

- Click the middle option, “Browse a list of services by name. **A-Z**”

DCS ONLINE APPLY
Division of Child Support Online Services

DDC ITARS OLD APPLY
DDC Individual Trust Account Records System

DOL PROFESSIONAL AND BUSINESS LICENSING APPLY
DOL's new secure service for professionals and businesses through the DOL professional and business licensing portal. Access for professional licensing for Notaries, Architects, Engineers, and more.

EAGL APPLY
Ecology's Administration of Grants & Loans: Individual SAW Accounts required! EAGL will not function properly with shared SAW accounts.

EIM LOADER APPLY

- Scroll down to “DOL Professional and Business Licensing”. It is in alphabetical order and in the D section.
- Hit the “Apply” button

b. Link your Professional License

- Once you have accessed DOL Professional and Business Licensing, click "Link License" and follow the prompts.

Step 2: Separate your license on the DOL

(If your license is currently with another brokerage, you must complete this step. If your license is not with another brokerage, skip this step and go to Step 3.)

1. Click on "Professional Licenses" from the menu at the top of the page
2. Beneath the blue "Licenses" box, you will see your license number (this is a link)
3. Click on your License Link

The screenshot shows the DOL Professional Licensing website. At the top, there is a navigation bar with links: Home, Professional Licenses, Business Licenses, License Lookup, Course Search, File a Complaint, Fee Payments Made, Help, and Log out [+]. Below the navigation bar, the page title is "Professional Licenses". On the left, there is a user profile section with fields for "Update legal name", "Email", "Alternate email: None", "Mobile Phone: None", "Other Phone: None", and "Update contact information". On the right, there is a "Mailing address" field with a "Change address" link. A large blue button labeled "Apply for new license" is on the right side. Below the profile section, there is a table with columns: License, Submitted Applications, Submitted Applications, Completed Requests, and Relationships. The "License" column contains a link to "555555". A red arrow points to this link. Below the table, there is a table with columns: License Type, Expiration Date, License Status, Renewal/Reinstatement Status, and Action. The table contains one row: Real Estate Broker, [blank], Active, None.

License	Submitted Applications	Submitted Applications	Completed Requests	Relationships
555555				

License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
Real Estate Broker		Active	None	

4. Click on the button on the right side of the page titled "Separate"
5. You will now be separated from your brokerage
6. Your license will be temporarily inactive until you accept the new brokerage invitation

[Home](#)
[Professional Licenses](#)
[Business Licenses](#)
[License Lookup](#)
[Course Search](#)
[File a Complaint](#)
[Fees Payments Made](#)
[Help](#)
[Log out \[+\]](#)

Professional Licenses

License Number: [REDACTED]	License Type: Real Estate Broker	Status: Active	Update Mailing Address Print License Update Print Name More Actions
Name: [REDACTED]	First Issue Date: [REDACTED]	Sub-status: None	
Current Issue Date: [REDACTED]	Expiration Date: [REDACTED]	Ren Payment: None	

[Direct Applications or Requests](#)

There are no draft applications

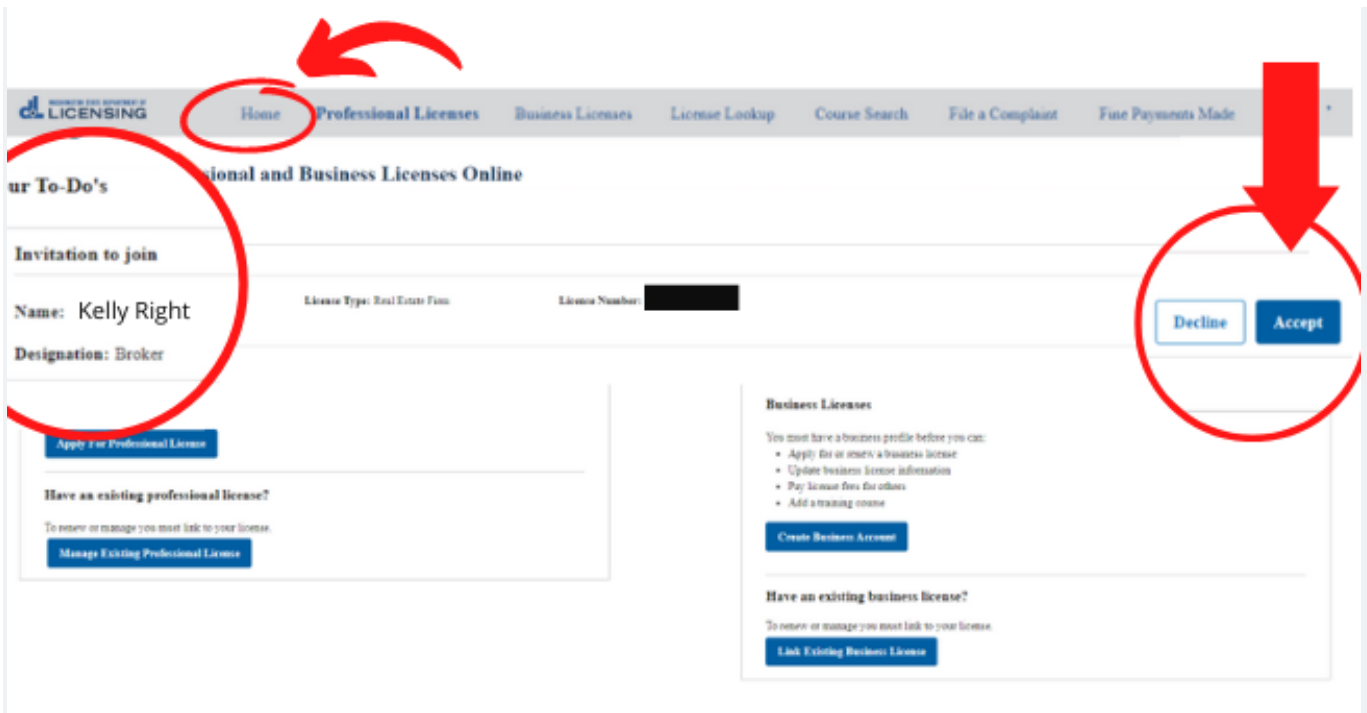
Search By: [REDACTED] Search Here: [REDACTED]

License number	Name	Role	License Type	Relationship status	Action
[REDACTED]	[REDACTED]	Broker	Real Estate Firm	Active	Separate License(s)

Step 3: Accept Invitation to Join

1. Kelly Right Real Estate will *add your license on our end, and the DOL will email you the invitation to join notice.
2. You can also find the invitation by clicking "Home" in the top left corner of the menu while you are logged in to your SAW account.
3. Click "**Accept**" and your license is now active with Kelly Right Real Estate.

*If we get a fingerprint error while attempting to add your license, you will need to get your fingerprints updated with the state before your license can be activated.



Kelly Right Real Estate's name and license number may appear differently depending on the office location that you are joining:

- Kelly Right Real Estate of Seattle LLC- License# 18963
- Kelly Right Real Estate of Spokane, LLC - License# 18107
- Kelly Right Real Estate of Vancouver LLC - License# 19792
- Kelly Right Real Estate of the Tri Cities LLC - License# 20243
- KellyRight RE of Wenatchee LLC - License# 20416
- Kelly Right R E of Walla Walla LLC - License# 19367

Step 4: MLS & Company Onboarding

We will continue onboarding you to the company's programs and MLS. We will then email you with your onboarding instructions, usually the same day in most cases.