

## **Criminal History Instructions for Application**

### **PRIVACY ACT STATEMENT**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### **Applicant Notification and Record Challenge**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>



All applicants for initial registration, licensure or certification are required to complete a criminal records check of **both state and FBI records**. This requirement also applies to an applicant who is “upgrading” their credential.

An applicant must have fingerprints taken by the Webcheck® user (a business, government agency or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I) within ten (10) days after the date of filing an application. Applicants should not have fingerprints taken before filing an application with the Division of Real Estate.

An applicant must contact and arrange with a Webcheck® user to have fingerprints taken and submitted to BCI&I using the Webcheck® system. Applicants should take their government issued photo identification with them to the Webcheck® location. Some Webcheck® users can only submit fingerprints for a state records check and *not* an FBI records check. The applicant should confirm the Webcheck® user can submit **both state and FBI fingerprints** to BCI&I.

A list of Webcheck® users may be found on the web at:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Additional information on Webcheck® may be found at:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>  
or obtained from BCI&I at (877) 224-0043 or P.O. Box 365 London, Ohio 43140

The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.

An applicant must instruct the Webcheck® user to use the following reason codes and to have BCI &I send the results (state and FBI criminal records check) to the Division at this address:

**BCI&I Reason Code: 4735.143**

**FBI Reason Code: 4735.143**

**Division of Real Estate and Professional Licensing  
6606 Tussing Rd.  
PO Box 4008  
Reynoldsburg, OH 43068**

- BCI&I submits results to the Division within thirty (30) days of BCI&I's receipts of the applicant's fingerprints.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.



**You may obtain a copy of your FBI Identification Record by sending a request to:**

**FBI's CJIS Division  
Attn: Record Request  
1000 Custer Hollow Rd.  
Clarksburg, WV 26306**

**You are required to provide the following:**

1. Your written request.
2. Payment for the \$18 processing fee, either by certified check or money order made payable to the U.S. Treasury, or a credit card. For credit card payment information, refer to [www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm).
3. A current, original ten print fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**.

**If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to:**

**FBI's CJIS Division  
Attn: Correspondence Group  
1000 Custer Hollow Rd  
Clarksburg, WV 26306**

**Individuals requesting a Challenge and Review of their Ohio criminal history record, should utilize the following procedure.**

1. A written request for a challenge & review must be submitted to the Ohio Bureau of Criminal Identification & Investigation, Identification Division. This request must include a brief explanation for the reason the record is being challenged, the individuals name and complete mailing address.
2. The individual must be fingerprinted by a law enforcement or criminal justice agency to provide positive identification. All data fields on the fingerprint card must be completely filled out. To ensure expeditious processing the reason fingerprinted data field should contain "Challenge & Review" (There is no fee charge for this service)
3. The required items listed above should be mailed together to:

**Ohio Bureau of Criminal Identification & Investigation  
Attn: Challenge & Review  
PO Box 365  
London, Ohio 43140**

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## SALESPERSON

## LICENSE EXAMINATION APPLICATION

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### LICENSE QUALIFICATION PROCESS

The Ohio Division of Real Estate and Professional Licensing, Department of Commerce, issues professional licenses to the following: Real estate salespersons, brokers and appraisers. To receive a state license, an applicant must meet the following requirements:

- 1.) Be at least 18 years of age.
- 2.) Be a United States citizen or an alien lawfully admitted to the United States.
- 3.) Be honest and truthful.
- 4.) Not have been convicted of a disqualifying offense. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate.
- 5.) Have a high school diploma or equivalent.
- 6.) Complete the education requirements.
- 7.) Pay the applicable fees.
- 8.) Pass the examination.

### TO QUALIFY TO SIT FOR THE EXAMINATION

- 1.) A completed Salesperson License Examination Application with \$81 fee. Check, money order and credit card only. Cash **will not** be accepted.
- 2.) Submit proof of completion of the education requirements (properly issued certificate, transcript or similar documentation from the institution or entity at which the course of education was completed).

Once the Division processes a complete application, the applicant's information is sent to the testing vendor. The testing vendor will process the information and send the applicant a Candidate Information Bulletin with instructions on scheduling the exams. The applicant must pass the State and National portions of the Ohio Real Estate exam in order for a license to be issued.

Passing score: 70

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Mail the completed Salesperson Examination Application with required documents and \$81 nonrefundable check or money order, made payable to the Ohio Division of Real Estate, to the following address:

**Ohio Department of Commerce  
Division of Real Estate and Professional Licensing  
6606 Tussing Rd.  
PO Box 4008  
Reynoldsburg, OH 43068**

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\*If you are living in the United States, Federal Law [8 USCS 1621] [PRWORA], limits the issuance of professional licenses to U.S. citizens or aliens lawfully admitted to the U.S.

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# SALESPERSON

## LICENSE EXAMINATION APPLICATION

Incomplete applications and applications that are filled out incorrectly will be returned for correction.

**FEE: \$81.00**

Attach a properly issued certificate, transcript or similar documentation from the institution or entity at which the course of education was completed for the four pre-licensure education courses.

**FOR DIVISION USE ONLY**  
FILE NUMBER

**Note: The name and date of birth on this application must match the name and date of birth on the government issued photo identification you will use to identify yourself at the examination site.**

### APPLICANT INFORMATION

FIRST NAME		MIDDLE NAME		LAST NAME		SUFFIX		
HOME ADDRESS					PHONE NUMBER		SOCIAL SECURITY NUMBER	
CITY		STATE	ZIP CODE	COUNTY	YEAR OF HIGH SCHOOL GRADUATION/G.E.D.		DATE OF BIRTH	
EMAIL ADDRESS								

### BROKER INFORMATION: Enter the information for the company you plan to be associated with below.

COMPANY FILE NUMBER		BROKER/COMPANY NAME		BUSINESS PHONE		BUSINESS FAX	
MAIN BUSINESS ADDRESS (NOT A BRANCH OFFICE ADDRESS)				CITY		STATE	ZIP CODE

### ETHICAL CONDUCT AND LEGAL HISTORY

**PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES" BELOW.**  
QUESTIONS CONCERNING PROFESSIONAL LICENSES **APPLY TO ALL PROFESSIONAL LICENSES** REGARDLESS OF PROFESSION.

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever had any professional license revoked, suspended or limited in any way for any reason?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever been the subject of any unsatisfied judgments?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever been convicted of a misdemeanor or felony offense, excluding misdemeanor traffic offenses? If yes, please explain (For purposes of this application, a traffic offense is a violation of Title 45 of the Ohio Revised Code) EXPLAIN: _____

### THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate, and that I am a U.S. citizen or an alien lawfully admitted to the U.S. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### THE SPONSORING BROKER MUST COMPLETE THE FOLLOWING CERTIFICATION

I hereby certify that, from the investigations made by me, I find the above listed applicant for a real estate license is honest, truthful and have met all requirements of licensure. I understand that any false statement on this form or the attached materials that is known to me at the time of my signing may subject me to criminal prosecution and the loss of my Ohio real estate license.

\_\_\_\_\_  
NAME OF BROKER (PLEASE TYPE OR PRINT)

\_\_\_\_\_  
FILE NUMBER

\_\_\_\_\_  
SIGNATURE OF BROKER

\_\_\_\_\_  
DATE

**NOTICE:** Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.

**NOTICE:** Refusal of check payment by the drawer's bank may result in a \$100 fee to the superintendent and/or the rejection or withdrawal of this application.