

**OKLAHOMA REAL ESTATE COMMISSION**  
**2401 N.W. 23<sup>rd</sup> Street, Suite 18**  
**Oklahoma City, Oklahoma 73107-2442**  
**(405) 521-3387 or toll free 1-866-521-3389**

## **PROCEDURES FOR NATIONAL CRIMINAL HISTORY CHECK**

National criminal history checks will become effective January 1, 2008. Individuals who will be subject to the new requirements include:

- All new license applicants
- Individuals who allow their license to expire
- Individuals desiring to change their license type – Provisional Sales to Broker or Sales Associate to Broker.
  - This requirement will not apply to those changing their license type from a Provisional Sales to Sales Associate.

Applicants need to plan for the background checks to take up to 60 days from the time the applicant submits their completed prints, Part A of the license application and a fee of \$41.00 to the Oklahoma Real Estate Commission (OREC). Applicants may submit these items to the Commission prior to them taking the examination; however, these items should not be submitted more than 60 days prior to taking the examination – this will allow the Commission to begin the background check process for the applicant.

A background check shall be valid for only 6 months from the date of issuance.

The examination application will now consist of two parts, Part A and Part B. Part A of the application inquires into questions regarding the applicant's past history that could result in the application being denied. Part B of the application delves into the remaining questions as well as repeats some of the same questions asked on Part A. The applicant will only be required to provide in-depth documentation and information on Part A of the application.

Part A and B of the application and the fingerprint card may be obtained from OREC or from an approved real estate school. The schools must obtain the fingerprint cards from the Commission as they have special identifying numbers on the cards connecting the card to the Oklahoma Real Estate Commission.

Fingerprints may be obtained from a local law enforcement agency or a local sheriff's office of which a listing of local sheriff's offices are posted on the Commission's website along with contact information. The cost to have fingerprints completed ranges from zero cost to \$25.00 depending on the location. You are advised to call the agency prior to arriving to ensure that the agency provides such a service and that a person is available to perform the service.

The Commission will send the prints to the Oklahoma State Bureau of Investigation (OSBI) who will forward the prints to the Federal Bureau of Investigations (FBI). Thereafter OREC will receive both a state and federal background check on the applicant.

**Caution:** If the prints are not readable by OSBI or FBI the applicant will be required to obtain another set of prints. The prints must be clear and not smudged in anyway. The applicant will be required to pay for each set of prints.

## FINGERPRINT CARD INSTRUCTIONS

1. **One fingerprint card** per person is required, unless prints are not legible.
2. **Finger printing shall only be done** by a trained professional at a local Police station or Sheriff's office. The prints must be clear and legible rolled prints (they cannot be smeared or they will have to be redone -- note the illustration on the back of the cards.) Some locations have what is called a Live Scan machine. This process may be used only if they can print out a hard-copy print that can be given to the applicant. Please call locations to ensure the following: that they do fingerprinting, what the charge is, times of availability, etc.
3. **The following instructions must be followed:**
  - (a) Fingers should be washed and dried thoroughly prior to prints being taken.
  - (b) Type or print in **BLACK** ink your name, at the top of the card, and all other information
  - (c) Sign the fingerprint card in the "Signature of person fingerprinted" notation box.
  - (d) All sections of the card must be completed or the card will be returned to sender.
  - (d) For **RACE** use:
    - (e)

<b>W</b> for White	<b>B</b> for Black	<b>A</b> for Asian	<b>I</b> for Native American
<b>MX</b> for Mexican	<b>U</b> for Other	DO NOT use the LETTER "C"	
  - (f) The section **CTZ** is your citizenship – U.S., Cuba, Canada, Mexico, etc.
  - (g) The section **SOC** is your social security number if you have one, and is very important.
  - (h) For **HGT** – use feet and inches. DO NOT use total inches.
  - (i) To describe the color of **EYES** and **HAIR**, use the appropriate three-letter code from the following list:

<u>COLOR</u>	<u>CODE</u>	<u>COLOR</u>	<u>CODE</u>
Bald	BAL	Gray or partial gray	GRY
Black	BLK	Green	GRN
Blonde or Strawberry	BLN	Hazel	HAZ
Blue	BLU	Red or Auburn	RED
Brown	BRO	White	WHI
  - (j) **DO NOT fill out the sections titled: OCA, FBI, MNU, ORI, or Reason Fingerprinted.**
  - (k) **DO NOT fold or damage the fingerprint card in any way.** The card cannot be processed if it has been folded, creased or damaged.
  - (l) If your prints are rejected, you will be asked to submit them until they are clear. This will delay your application process.

4. **The completed fingerprint card (to include a set of prints), Part A of your application, and check of \$41.00 are to be mailed to the:**

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## APPLICATION PROCESS

Upon the Commission receiving the reports from the OSBI and the FBI, and a completed application (Part A and B), the Commission will proceed with processing the application.

- An investigation will be conducted by the Commission, and if an incident is reported on either of the national criminal history check reports, the applicant will be notified of the notations on the reports and afforded an opportunity to correct any inaccurate information and/or be required to submit additional documentation as requested by the Commission.
- Following completion of the investigation, the application will either be approved or denied and the applicant will be notified by mail.