

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.
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**

BROKER

LICENSE EXAMINATION APPLICATION

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 a legal alien* (must provide proof of being a legal alien).
- 3.) Be honest, truthful and of good reputation.
- 4.) Not have been convicted of a felony or a crime of moral turpitude. 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.) Complete the education and experience qualifications.
- 6.) Pay the applicable fees.
- 7.) Pass the examination.

TO QUALIFY TO SIT FOR THE EXAMINATION

- 1.) A completed Broker License Examination Application with \$135, non-refundable fee.
- 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).
- 3.) A statement describing any real estate experience other than sales/leasing.

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: 75

Mail the completed Broker Examination Application with required documents and \$135 non-refundable 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**

*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.

BROKER

LICENSE EXAMINATION APPLICATION

This form is interactive. Type the required information into the form, print, sign, date, and forward to the Division for processing. Otherwise, the form may be printed, typed or handwritten (legibly to prevent delays in processing, black ink).

FEE: \$135.00

FOR DIVISION USE ONLY

Note: Incomplete applications will be returned to the requestor for correction.

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 OR INITIAL	LAST NAME	SUFFIX
HOME ADDRESS		PHONE NUMBER	SOCIAL SECURITY NUMBER
CITY	STATE	COUNTY	ZIP CODE
EMAIL ADDRESS		DATE OF BIRTH	
FILE NUMBER (if currently licensed)	ORIGINAL ISSUE DATE	DATE OF LAST BROKER EXAMINATION (if no license was issued)	

IF YOUR CURRENT OHIO LICENSE NUMBER WAS ISSUED PRIOR TO THE YEAR 2000, DO YOU WISH TO RETAIN THIS NUMBER ONCE YOU HAVE SUCCESSFULLY PASSED THE BROKER EXAMINATION? ☐ YES ☐ NO

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. 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. By signing below, I acknowledge that I have read the application in its entirety, including but not limited to all information regarding the requirement of state and federal background checks, specific to this application, upon its submission.

SIGNATURE OF APPLICANT

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: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.

EDUCATION**Requirements for an Ohio Broker's License:**

1. Applicant must take four pre-licensure courses in a classroom setting at an institution of higher education:
 - Ohio Real Estate Law
 - Real Estate Principles & Practices
 - Real Estate Appraisal
 - Real Estate Finance
2. Take the following four **required** courses at an accredited college or university:
 - A Financial Management course
 - A Human Resources or Personnel Management course
 - An Applied Business Economics course
 - A Business Law course

****ATTACH A PROPERLY ISSUED CERTIFICATE, TRANSCRIPT OR SIMILAR DOCUMENTATION FROM THE INSTITUTE OR ENTITY AT WHICH THE COURSE OF EDUCATION WAS COMPLETED.****

EXPERIENCE

☐ YES ☐ NO Have you been a licensed real estate broker or salesperson and worked as such for two of the last five years?

TRANSACTIONS

Ohio Administrative Code 1301:5-3-04 (A) For the purposes of division (B)(5)(a) of section 4735.07 of the Revised Code, "**real estate transaction**" shall be defined as follows:

- (1) One consummated bona fide sale of a real property and the improvements thereon for the account of another, in which the applicant received compensation and was the procuring or selling agent, shall constitute one-half transaction.
- (2) One consummated bona fide sale of a real property and the improvements thereon for the account of another, in which the applicant received compensation and was the listing agent, shall constitute one-half transaction.
- (3) One lease of individual commercial or industrial property for a term of at least one year, for the account of another, in which the applicant received compensation and was the procuring agent, shall constitute one-half transaction.
- (4) One lease of individual commercial or industrial property for a term of at least one year for the account of another, in which the applicant received compensation and was the listing agent, shall constitute one-half transaction.
- (5) One lease of residential property for a term of at least one year for the account of another in which the applicant received compensation and was the listing and/or procuring agent, shall constitute one-half transaction.

Ohio Administrative Code 1301:5-3-04 (B):

If leasehold transactions constitutes sixteen or more of the required number of transactions, the applicant shall have completed three years full-time experience in property management.

Indicate the real number of real estate transactions that you were involved in as a real estate licensee and multiply by the indicated transaction value to arrive at the total number. For example, seven (7) transactions in which you were the listing agent multiplied by 0.5 equals 3.5 total transactions. Add the transactions to arrive at the total number of transactions. The total transactions must equal twenty (20) or more.

SALES:

SALES IN WHICH APPLICANT WAS THE SELLING/PROCURING AGENT **X** 0.5 =

SALES IN WHICH APPLICANT WAS THE LISTING AGENT **X** 0.5 =

ONE-YEAR LEASES:

COMMERCIAL **X** 0.5 =

RESIDENTIAL **X** 0.5 =

TOTAL TRANSACTIONS**(Must total 20 or more transactions)****BROKER INFORMATION**

List each broker, including complete current address, for whom you have worked for as a sales agent. Applicant will use the information to solicit affidavits to verify the completion of the required transactions. Attach additional pages as needed.

BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE

TRANSACTION LOG - TO BE COMPLETED BY SPONSORING BROKER(S)
A separate log must be completed by each broker with whom the applicant has been associated. Each copy must be signed and notarized. Make additional copies of this page as needed.

APPLICANT NAME	APPLICANT LICENSE NUMBER
BROKER NAME (BROKER COMPLETING THE LOG)	BROKER LICENSE NUMBER

***PLEASE NOTE: DO NOT LIST TRANSACTIONS BELOW IN WHICH THE APPLICANT HAD AN OWNERSHIP INTEREST IN THE PROPERTY.**
****PURSUANT TO O.A.C. 1301:5-3-04 AND O.R.C. 4735.07(B)(5)(a), THE DIVISION WILL EQUATE THE TRANSACTIONS BELOW TO ENSURE THAT THEY MEET THE REQUIREMENTS DESCRIBED ON PAGE TWO OF THIS APPLICATION.**

PROPERTY ADDRESS, CITY, STATE, ZIP	MLS NUMBER, IF APPLICABLE	DATE OF CLOSING OR DATE OF LEASE	APPLICANT'S ROLE (LISTING AGENT, SELLING/PROCURING AGENT, LEASING AGENT)	TYPE OF TRANSACTION (SALE, RESIDENTIAL OR COMMERCIAL LEASE)

BROKER CERTIFICATION – to be completed by the broker who supervised the licensee at the time of the transactions listed above.

I hereby swear or affirm that the following information is true and accurate:

- The applicant was associated with me for _____ years and _____ months, from _____ to _____ during which time the applicant acted in the capacity as a real estate salesperson.
- The applicant completed the real estate transactions as listed above.

I certify that all of the statements on this document and all of the attached materials are complete and accurate. I understand that any false statements on this document or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

BROKER PRINTED NAME	BROKER FILE NUMBER	SIGNATURE OF BROKER	DATE
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NOTARY PUBLIC INFORMATION

_____, being duly sworn, deposes and says he/she is the person who has executed the foregoing certification and that the statements made herein are true.

STATE of OHIO, COUNTY of _____ Signed and sworn to me this _____ day of ___, 20____.

SIGNATURE OF NOTARY

My Commission expire _____