



## **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) 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

Applicants outside Ohio and cannot access a Webcheck® user should go to the Ohio Attorney General’s website at <https://www.ohioattorneygeneral.gov/Files/Forms> and under BCI Criminal Records and Background Checks, print the fingerprint card you need ([BCI card](#)) or ([FBI card](#)). Fingerprints can be rolled onto the card by any agency that performs this service in your area. A completed [exemption form](#) is also required.

For processing, the fingerprint cards, exemption form and fees must be mailed to:

**BCI&I  
PO Box 365  
London, OH 43140**

Have the results (state and FBI criminal records check) sent to the Division at this address:

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

For BCI cards, place the Division’s address in the box labeled “send background check results to”.  
For FBI cards, place the Division’s address in the box labeled “employer address”.

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: **BCI&I Reason Code: 4735.143 & FBI Reason Code: 4735.143** and have the results (state and FBI criminal records check) to sent to the Division at this address:

**Division of Real Estate and Professional Licensing  
6606 Tussing Rd.  
PO Box 4008**

**Reynoldsburg, OH 43068**

For BCI cards, place the Division's address in the box labeled "send background check results to". For FBI cards, place the Division's address in the box labeled "employer address".

BCI typically 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**



## SALESPERSON

## OUT OF STATE LICENSE APPLICATION

### **SUMMARY OF LICENSE QUALIFICATION PROCESS**

In order to obtain an Ohio real estate salesperson license through an out of state license application, you must do the following:

1. Must be sponsored by a broker licensed to do business in Ohio.
2. And you must satisfy one of the following:
  - a. You hold a substantially similar out of state license in the practice of real estate for at least one year.
  - b. You are from a state that does not issue a real estate salesperson license, but you've held for at least one year a government certification in real estate from that state or from a uniform service.
  - c. You are from a state that does not issue a real estate salesperson license or government certification in real estate, but you've held for at least two years a private certification in real estate.
  - d. You've been active in the practice of real estate for three of the last five years, and you're from a state that does not issue a real estate license or government certification, or you are in service of one of the uniform services.

### **TO QUALIFY TO SIT FOR THE EXAMINATION**

1. Complete and return the Out of State Salesperson License Application and the Non-Resident Real Estate Licensee Consent to Service of Process as specified in section 4735.17(B) of the Ohio Revised Code.
2. Submit with your application letter(s) of good standing from the entity(ies) in which you are currently licensed certifying your status as a salesperson, verifying you've satisfied the corresponding requirement, and have not surrendered or had revoked a real estate sales or broker's license or government certification for negligence or intentional misconduct.
3. Complete an Ohio and national criminal background check showing you've not been convicted of a disqualifying offense.

After the Division has determined your eligibility to sit for the jurisdictional portion of the Real Estate Sales Examination, you will receive a Candidate Information Bulletin from PSI, the Division's contracted testing vendor that will administer the jurisdictional portion of the examination. Information on scheduling your exam and test locations will be detailed in the Candidate Information Bulletin and can also be obtained at PSI's website at [www.psiexams.com](http://www.psiexams.com).

Mail the completed 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 & Professional Licensing  
6606 Tussing Rd.  
PO Box 4008  
Reynoldsburg, OH 43068**

**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.

**NOTICE:** \*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.

# SALESPERSON

# OUT OF STATE LICENSE APPLICATION

- This form is interactive. You may, before printing it, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.
- Incomplete applications and applications that are filled out incorrectly will be returned for correction.

**FEE: \$81.00**

**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.**

**FOR DIVISION USE ONLY**

## APPLICANT INFORMATION

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

## ETHICAL CONDUCT AND LEGAL HISTORY

PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES".

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 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 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 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:

## OHIO BROKER INFORMATION

BROKER/COMPANY FILE NUMBER	BROKER/COMPANY NAME	BUSINESS PHONE	BUSINESS FAX	
MAIL BUSINESS ADDRESS	CITY	STATE	COUNTY	ZIP CODE

## CURRENT LICENSES AND CERTIFICATES

- Complete the grid below and attach letter(s) of good standing from EACH state in which you hold a real estate license.
- If you are from a state that does not issue any real estate credentials**, complete the grid below for the government certification issued to you by your state or by a uniform service for the practice of real estate (held for at least 1 year and actively engaged for 1 out of the last 5 years), or in the alternative, the private certification you currently hold for the practice of real estate (held for at least 2 years and actively engaged for 2 out of the last 5 years).
- If you are from a state that does not issue any real estate credentials or government certificates, or you are in a uniform service**, attach a copy of your resume demonstrating you've been actively practicing real estate for three out of the last five years.

STATE OF LICENSE/CERTIFICATE	TYPE OF LICENSE/CERTIFICATE	LICENSE/CERTIFICATE NUMBER	EFFECTIVE DATE

## 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. 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

## 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 has met all requirements for 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



**REAL ESTATE**

**CONSENT TO SERVICE OF PROCESS**

**NON-RESIDENT REAL ESTATE LICENSEE  
CONSENT TO SERVICE OF PROCESS  
[R.C. 4735.17(B)]**

The undersigned \_\_\_\_\_ being a non-resident of Ohio, and [check one]  
NAME OF APPLICANT (TYPE OR PRINT)

\_\_\_\_\_ an applicant for licensure

\_\_\_\_\_ an applicant for license renewal (including continuing education)

\_\_\_\_\_ a licensee who is a former resident of Ohio

who does not have a current Non-Resident Real Estate Licensee Consent to Service of Process form on file with the Division pursuant to Section 4735.17(B) of the Ohio Revised Code does hereby irrevocably consent that suits and actions may be commenced against the above named applicant in the proper court of any county of this state in which a cause of action may arise or in which the plaintiff may reside by the service of any process or pleading authorized by the laws of this state on the superintendent of real estate, hereby stipulating and agreeing that such service shall be taken and held in all courts as valid and binding as if proper service had been made upon said applicant in this state.

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 any of the attached materials may subject me to criminal prosecution and the loss of my real estate license.

\_\_\_\_\_  
SIGNATURE OF APPLICANT<sup>1</sup>

\_\_\_\_\_  
DATE

<sup>1</sup> Must be signed by the applicant or officer/member/partner/associate of the applicant corporation/company/partnership/association who is authorized to bind same.