



**Department
of Commerce**

Division of Real Estate
& Professional Licensing

John R. Kasich, Governor 77 South High Street, 20th Floor
David Goodman, Director Columbus, Ohio 43215-6133 U.S.A.

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100
Fax 614 | 644-0584
TTY/TDD: 800 | 750-0750

CONVICTION WAIVER INFORMATION

THIS INFORMATION IS INTENDED FOR NEW APPLICANTS ONLY.

If an applicant is convicted of a felony or a crime of moral turpitude:

Submit to the Superintendent of the Division of Real Estate & Professional Licensing:

- A completed Salesperson License Examination Application
- A copy of the transcript or certificates of completion for the four pre-licensure education courses
- A fee of \$60 (check, money order or cashier's check)
- A cover letter addressed to the Superintendent of the Ohio Division of Real Estate and Professional Licensing, 77 S. High Street 20th floor, Columbus, OH 43215-6133 requesting a waiver of the conviction.
- A certified copy of the Entry of Conviction or the equivalent document from the court in which you were convicted. The Entry of Conviction can be obtained from the Clerk of Courts office in the county in which you were convicted.
- A copy of the document of release from incarceration, probation, or community control, if applicable.
- Any letter of recommendation that would help to establish your honesty, truthfulness, and good reputation, including a letter from the sponsoring broker.

Mail the above documents to the Superintendent for review. Upon review, a determination will be made, and you will be notified in writing of the Superintendent's decision. This process may take several weeks.

Please note – An application submitted without documentation that other application requirements have been met, such as pre-licensure education, will not be reviewed by the Superintendent for consideration.