



Additional Instructions for Application

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 05 and/or 121 08

FBI Reason Code: 121 08

Division of Real Estate and Professional Licensing

77 S High St., 20th Fl.

Columbus, OH 43215-6133

- 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/prequest.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

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.) 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.
- 2.) Submit proof of completion of the education requirements (a copy of official transcripts or course completion certificates).

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

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
77 South High Street, 20th floor
Columbus, OH 43215**

*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

LICENSE EXAMINATION APPLICATION

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

FEE: \$81.00

Attach a copy of the official transcript or certificate of completion of the four required pre-licensure classes.

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

Form fields for 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.

Form fields for Broker Information: 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.

Series of questions with checkboxes regarding ethical conduct and legal history, such as '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?'

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.

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 of good reputation. 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.