



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

RECIPROCITY APPLICATION

LICENSE QUALIFICATION PROCESS

In order to obtain an Ohio real estate license by reciprocity, you must do the following:

1. Confirm that your state has entered into a limited reciprocity agreement with the State of Ohio.
2. Must be a legal resident of a state that has a reciprocal agreement with Ohio.
3. Must be sponsored by a broker licensed to do business in Ohio.

TO QUALIFY TO SIT FOR THE EXAMINATION

1. Complete and return the **Salesperson Reciprocity 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 a letter of certification from the state in which you are currently licensed certifying your status as a salesperson and verifying that you have been continuously licensed in that state for at least one year.
3. Submit with your application proof of completion of forty (40) hours of Ohio real estate law pre-licensure education as specified in Section 4735.09(F)(7)(b) of the Ohio Revised Code.

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.

Mail the completed Salesperson Reciprocity 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

You will have one (1) year from the date you obtain your Ohio real estate license to complete the 10-hour Post Licensure course at an institution of higher education or at a Division-approved education provider. This course must be taken in a classroom setting at an institution of higher education. A list of some approved providers can be found at the Division's website: www.com.state.oh.us/real. Thereafter, you must complete 30 hours of continuing education every three (3) years at a Division-approved continuing education provider. Courses submitted by providers not approved by the Division can be submitted for approval for \$100 per course.

When the application process is completed, the Ohio Division of Real Estate & Professional Licensing will be pleased to issue you an Ohio real estate salesperson's license.

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.

NOTICE: Per R.C. Section 4735.09(B), if an application is denied prior to the applicant's being admitted to the examination, the division, to cover the expenses of processing the application, shall retain one-half of the fees and the other one-half shall be returned to the applicant.

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.

SALESPERSON

RECIPROCITY 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

FOR DIVISION USE ONLY

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	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 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, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations? EXPLAIN: _____

OHIO BROKER INFORMATION

BROKER/COMPANY NAME	BUSINESS PHONE	BUSINESS FAX		
MAIN BUSINESS ADDRESS	CITY	STATE	COUNTY	ZIP CODE

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



Anne M. Petit, Superintendent

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 APPLICANT¹

DATE

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