

Oklahoma Real Estate Commission

1915 North Stiles Suite 200
 Oklahoma City, Oklahoma 73105
 405-521-3387 or Toll Free 1-866-521-3389
www.orec.ok.gov



APPLICATION FOR REAL ESTATE LICENSE

Please read this application carefully and answer all questions completely, using black ink.

PLEASE SELECT THE TYPE OF LICENSE FOR WHICH YOU ARE APPLYING:

Provisional Sales Associate

Sales Associate

Have you ever held a real estate license in Oklahoma? Yes No License Number _____

E-mail Address: _____

Unless otherwise required by law to be confidential, the disclosure of your social security number is mandatory pursuant to Title 56 OS, Sec 240.21A and Title 74 OS, Sec 150.9.

Social Security Number _____ - _____ - _____ Date of Birth _____ - _____ - _____ Are you a U.S. Citizen? Yes No

Legal Name: _____
(Last) (First) (Middle)

Names previously used: _____
Please list your maiden name, all previously married names, or previous legal name change

List all name(s) that you use other than your legal name: _____
You must list all nicknames or any alias name (NOT A TEAM NAME) that you will use

Residence Address: _____
Street Address City State Zip Code

Home Mailing Address: _____
Street /PO Box City State Zip Code

Telephone Home _____ Work _____ Cell _____

Place of Birth: City _____ State _____ Country _____

Are you applying for a **Resident** or a **Non-Resident** license (Check one):

Resident: I will be working from an office located within the State of Oklahoma.

Non-Resident: I will be working from an office location outside the State of Oklahoma. (Additional Forms Required)

Have you ever held a real estate or similar type license in any other jurisdiction? Yes No

What Jurisdiction(s) _____ License # _____ Type of License _____ From _____ To _____

What Jurisdiction(s) _____ License # _____ Type of License _____ From _____ To _____

**Please attach a license history certification from each jurisdiction in which you hold or have held a license.
 All license certifications are valid for sixty (60) days from the date of issuance only.**

This space for OREC use only	CHECKED BY	TEST CODE
	ID NUMBER	ENTIRE
	VALIDITY PERIOD	STATE
	PASSED DATE	

- | | | | |
|----|--|-----|----|
| 1. | Have you ever been convicted of a crime?
(Please list all misdemeanors and felonies on a separate sheet of paper) | Yes | No |
| 2. | Are you currently under investigation, indictment, awaiting trial, verdict, or sentencing in any criminal proceeding? | Yes | No |
| 3. | Are you currently on parole or probation (including a deferred sentence) or paying restitution or fines, or engaged in any payment arrangement with any governmental body? | Yes | No |
| 4. | Within the last ten (10) years, did you receive a deferred sentence that was later dismissed?
(Please list all deferred sentences on a separate sheet) | Yes | No |

If you answered “yes” to questions 1 through 4, you must submit the following with this application:

- A copy of the judgment and sentence concerning each arrest and/or conviction
- A copy of court records indicating the status of all requirements imposed by the court in connection with each arrest and/or conviction
- A personal statement detailing the circumstances surrounding each arrest and/or conviction

- | | | | |
|-----|---|-----|----|
| 5. | Have you ever had a professional or occupational license or registration fined, reprimanded, rejected, suspended, involuntarily terminated, revoked, or otherwise subjected to any type of disciplinary action, whether or not you received sanctions? | Yes | No |
| 6. | Have you ever had an application for a professional or occupational license, certification, or registration denied or issued with restrictions or limitations? | Yes | No |
| 7. | Are you currently under investigation, involved in a hearing, trial, administrative proceeding, or other action by an authority issuing a license or registration? | Yes | No |
| 8. | Have you ever received an adverse decision or judgement against you in a criminal, civil, or administrative action related to your business or professional activities? | Yes | No |
| 9. | Have you ever been terminated from any employment for theft, fraud, or dishonesty? | Yes | No |
| 10. | Do you have any delinquent child support payments?
If you answered “yes,” you must provide evidence of good standing from the Child Support Enforcement Office, (Department of Human Services). | Yes | No |
| 11. | Within the past five (5) years, have you filed bankruptcy involving investment property?
If you answered “yes,” you must submit a bankruptcy discharge from the appropriate jurisdiction. | Yes | No |
| 12. | If applicable, did you receive anything other than an honorable discharge from the United States Armed Forces?
If you answered “yes,” you must submit a DD214 identifying the type of discharge, and a personal statement detailing the circumstances of the discharge. | Yes | No |

Upon submission of proof of completion of your required education, we will forward your information to the test vendor. After receipt of your completed application, you will receive notification from the Commission advising you to schedule your examination with the test vendor.

The Commission will investigate all entries to the above questions. After successful completion of the examination and background review, you will receive notice regarding your license issuance.

ACKNOWLEDGEMENT, CONSENT & SIGNATURE

I understand it is my responsibility to read the accompanying instructions thoroughly and submit a complete application, including required documents. If the Commission requires submission of additional information, it is my responsibility to provide the requested information. I further understand failure to do so may cause my application to be considered **incomplete** which may result in a denial of the application.

I understand and acknowledge submission of this signed application authorizes the Commission to receive information from the Oklahoma State Bureau of Investigation (OSBI) and the Federal Bureau of Investigation (FBI) relating to any arrest or criminal history information. I understand that the OSBI and the FBI will use my fingerprints to check their criminal history records. I will have an opportunity to complete or challenge the accuracy of any criminal history information reported. If there is a criminal history in question, I will have the opportunity to change, correct, or update any information by notifying the appropriate arresting agency or court clerk.

I certify my answers on this application and enclosed documents are true, correct, and complete to the best of my knowledge. Any information found to be knowingly or negligently misrepresented, incomplete, or inaccurate, will be grounds for denial, license suspension, or revocation. Failure to disclose pertinent information will cause substantial delays in the process and may result in the denial of a license.

I understand all information I submit to the Commission will be a matter of public record and subject to the Open Records Act, unless otherwise required by law to remain confidential.

I hereby affirm I have filed an application with the Commission and acknowledge that until my application receives final approval the Commission will not issue a license to me. **I have carefully read the Oklahoma Real Estate License Code and Rules of the Oklahoma Real Estate Commission. If I ultimately become a real estate licensee, I agree I will conform to the laws and rules in all aspects.**

Making a materially false or fraudulent statement on this application is cause for suspension or revocation of a license. (Title 59 OS, §858-312 [1]).

I understand this application is only valid for **one (1) year** from the date of submission. After that date, I understand I must complete a new original application form.

Signature of Applicant _____ Date _____

STATE OF _____ COUNTY OF _____

Subscribed and sworn before me on this _____ day of _____, 20_____.



Notary Public Signature _____

Commission Number _____

My commission expires on _____

Oklahoma Real Estate Commission

1915 North Stiles Avenue – Suite 200
Oklahoma City, Oklahoma 73105-4915

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license or instructor approval from the Oklahoma Real Estate Commission are required by the provisions of Title 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State Law.

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Affidavit of

_____)
Applicant's Name

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, upon oath states,
Applicant's Name penalty of perjury, as follows

_____ I am a United States Citizen.

OR

_____ I am a qualified alien under the Federal Immigration and
Naturalization Act, and I am lawfully present in the United States.

Signature of Applicant

Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

(Seal)

Notary Public Signature

My Commission Expires: _____

Commission Number: _____

OKLAHOMA REAL ESTATE COMMISSION

1915 North Stiles Avenue – Suite 200
Oklahoma City, Oklahoma 73105-4915
405-521-3387 or toll free 1-866-521-3389

EVIDENCE OF CITIZENSHIP OR QUALIFIED ALIEN STATUS

Please Type or Print Clearly Using Blue or Black Ink Only

Name _____
(Last) (First) (Middle) (License Number)

Home Mailing Address _____
(City) (State) (Zip + 4)

Signature _____ Date _____

Instructions for Completing this Form

Please review the following lists to locate the first document you can submit with this form. If you are considering submitting one of the documents with a description ending with "...," you will need to review the "Special Notice" for a complete list of the qualifiers pertaining to that document to determine if you meet the qualifications. ******* Complete this form and put a check mark by the appropriate evidence of citizenship or qualified alien status document(s) that you are submitting and submit this form along with a copy of the documentation*****.** If the documentation received is proof that you are a U.S. citizen, you will be required to submit this documentation only once.

ACCEPTABLE DOCUMENTS TO ESTABLISH EVIDENCE OF CITIZENSHIP OR QUALIFIED ALIEN STATUS PRIMARY EVIDENCE OF CITIZENSHIP

- _____ A birth certificate showing birth in one of the 50 states within the United States or its outlying possessions, unless the person is born to foreign diplomats residing in the U.S.
- _____ United States passport (except limited passports, which are for periods of less than five years)
- _____ Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens)
- _____ Certificate of birth (FS-545) (issued by a Foreign Service post) or Certification of Report of Birth (DS-1350) (issued by the ...)
- _____ Certificate of Naturalization (N-550 or N-570) (issued by the INS through a Federal or State court, or through ...)
- _____ Certificate of Citizenship (N-560 or N-561) (issued by the INS to individuals who derive U.S. citizenship through ...)
- _____ United States Citizen Identification Card (I-197) (issued by the INS until April 7, 1983 to U.S. citizens living near the ...)
- _____ Northern Mariana Identification Card (issued by the INS to a collectively naturalized citizen of the U.S. who was born in ...)
- _____ Statement provided by a U.S. consular officer certifying that the individual is a U.S. citizen (This is given to an individual ...)
- _____ American Indian Card with a classification code "KIC" and a statement on the back (identifying U.S. citizen members of the Kickapoo Tribe)

SECONDARY EVIDENCE OF CITIZENSHIP

If the applicant cannot present one of the documents listed as primary evidence of citizenship, the following may be applicable to establish U.S. citizenship or nationality:

- _____ Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after ...)
- _____ Evidence of civil service employment by the U.S. government before June 1, 1976
- _____ Early school records (preferably from the first school) showing the date of admission to the school, the child's date and...
- _____ Census record showing name, U.S. citizenship or a U.S. place of birth, and date of birth or age of applicant
- _____ Adoption Finalization Papers showing the child's name and place of birth in one of the 50 states, the District of Columbia...
- _____ Any other document that establishes a U.S. place of birth or in some way indicates U.S. citizenship (e.g., a ...)

OTHER EVIDENCE OF CITIZENSHIP

If the applicant cannot present one of the documents listed as primary or secondary evidence of citizenship, the following will establish U.S. citizenship for collectively naturalized individuals

Puerto Rico:

- _____ Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in...
- _____ Evidence that the applicant was a Puerto Rican Citizen and the applicants' statement that he or she was residing in...

DERIVATIVE CITIZENSHIP

U.S. Virgin Islands:

- _____ Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession, or...
- _____ The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1927, and that...
- _____ Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S. possession or...

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI) :

- _____ Evidence of birth in the NMI, TTPI citizenship, and residence in the NMI, the U.S., or a U.S. territory or possession on...
- _____ Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time) voter...
- _____ Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter ...

If the applicant cannot present one of the documents listed as primary, secondary, or other evidence, they should make a determination of derivative U.S. citizenship in the following situations:

Applicant born abroad to two U.S. citizenship parents:

- _____ Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that...

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent:

- _____ Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of...

Applicant born out of wedlock abroad to a U.S. citizen mother:

- _____ Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before...

Applicant born in the Canal Zone or the Republic of Panama:

- _____ A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and...
- _____ A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and...

All other situations where an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories but is unable to present the listed documentation:

- _____ If the applicant is in the U.S., refer him or her to the local INS office for the process of U.S. citizenship determination
- _____ If the applicant is outside the U.S., refer him or her to the State Department for a U.S. citizenship determination

DOCUMENTATION TO DETERMINE QUALIFIED ALIEN STATUS

Alien Lawfully Admitted for Permanent Residence:

- _____ INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card")
- _____ Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

Asylee:

- _____ INS Form I-94 annotated with stamp showing admission under §208 of the INA
- _____ INS Form I-688B (Employment Authorization Card) annotated "27a.12 (a) (5)"
- _____ INS Form I-766 (Employment Authorization Document) annotated "A5"
- _____ Grant letter from the asylum office of INS
- _____ Order of an immigration judge-granting asylum

Refugee:

- _____ INS Form I-94 annotated with stamp showing admission under §207 of the INA
- _____ INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a)(3)"
- _____ INS Form I-766 (Employment Authorization Document) annotated "A3"
- _____ INS Form I-571 (Refugee Travel Document)

Alien Paroled Into the U.S. for at Least One Year:

- _____ INS Form I-94 with stamp showing admission for at least one year under §212(d) (5) of the INA (Applicant cannot ...)

Alien Whose Deportation or Removal Was Withheld:

- _____ INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)"
- _____ INS Form I-766 (Employment Authorization Document) annotated "A10"
- _____ Order from an immigration judge showing deportation withheld under §241 (b) (3) of the INA

Alien Granted Conditional Entry:

- _____ INS Form I-94 with stamp showing admission under §203 (a) (7) of the INA
- _____ INS Form I-688B (Employment Authorization Card) annotated "274a.12 (1) (3)"
- _____ INS Form I-766 (Employment Authorization Document annotated "A3"

Cuban/Haitian Entrant:

- _____ INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6
- _____ Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7
- _____ INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under §212(d) (5) of the INA

Alien Who Has Been Battered or Subjected to Extreme Cruelty:

- _____ INS petition and appropriate supporting documentation