

Oklahoma Real Estate Commission



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

APPLICATION FOR REAL ESTATE LICENSE

Please read this application carefully and answer all questions completely. Type or print clearly using black ink.

PLEASE INDICATE THE TYPE OF LICENSE YOU ARE SEEKING:

Broker Associate _____ Branch Broker _____ Broker Proprietor _____ Managing Broker _____

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

E-mail Address: _____

Unless otherwise required by law to be kept 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 that you will use.

Residence Address: _____
 Street Address City State Zip Code

Home Mailing Address: _____
 Street /P.O. 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) _____ Lic. # _____ Type of License _____ From _____ To _____

What Jurisdiction(s) _____ Lic. # _____ 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 only from the date of issuance.**

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 felony? Yes ___ No ___
(If yes, please provide a complete list.)
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. 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 were ultimately sanctioned? Yes ___ No ___
5. Have you ever had an application for a professional or occupational license, certification or registration denied or issued with restrictions or limitations? Yes ___ No ___
6. 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 ___
7. Have you ever received an adverse decision or judgement against you in a criminal, civil or administrative action relating to your business or professional activities? Yes ___ No ___

Upon receipt of a completed application and course completion certificate, you will receive an email notification from the test vendor providing you with a Candidate ID number advising you to schedule your examination.

All entries to the above questions will be investigated by the Commission. After successful completion of the examination and background review, you will receive notice regarding your license issuance.

NOTES: _____

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 certify my answers on this application and accompanying 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 be kept confidential.

I hereby affirm I have filed an application with the Commission and acknowledge until my application has received final approval a license will not be issued. **I have carefully read the Oklahoma Real Estate License Code and Rules of the Oklahoma Real Estate Commission. If I am licensed as 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, Sec 858-312,1)

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

Privacy Act Statement and Applicant Notification

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 Public Law 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 other 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 Record Challenge

Applicant Record Challenge: Before a final decision is made, 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 is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov or <https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary>.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.

Signature of Applicant _____ Date _____

STATE OF _____ COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, _____

NOTARY SEAL

Notary Public Signature

Commission No. _____

My commission expires on _____



Oklahoma Real Estate Commission

1915 N Stiles Ave Suite 200,

Oklahoma City OK 73105

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____.

Notary Public Signature

My Commission Expires: _____

Commission No. _____

(Seal)

OKLAHOMA REAL ESTATE COMMISSION
1915 N Stiles Ave, Suite 200
Oklahoma City, Oklahoma 73105-4919
(405) 521-3387 or toll free 1-866-521-3389

EVIDENCE OF CITIZENSHIP OR QUALIFIED ALIEN STATUS

Type or Print Clearly – Please use 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 whose description ends 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 issued 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 ...)

SECONDARY EVIDENCE OF CITIZENSHIP

If the applicant cannot present one of the documents listed as primary evidence of citizenship, the following may be relied upon 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...
- _____ - 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 determination 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 "27a.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 "27a.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 "27a.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