



# OKLAHOMA REAL ESTATE COMMISSION

Denver N. Davison Building  
 1915 N. Stiles Ave., Suite 200  
 Oklahoma City, OK 73105  
 (405) 521-3387 or Toll Free (866) 521-3389  
[www.orec.ok.gov](http://www.orec.ok.gov)

**Application Valid for Six Months  
 Fees are Non-Refundable**

## REINSTATEMENT BACKGROUND CHECK APPLICATION FEE - \$60.00 (Check or Money order)

You must submit completed finger print card(s) with this application and they must have been completed by a law enforcement agency.  
 This form is for use by previously licensed individuals whose Oklahoma license has lapsed in the previous twelve months.

Real Estate License Number \_\_\_\_\_ Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Note: Disclosure of your social security number is mandatory pursuant to Title 56 OS, Sec. 240.21A (Tax Commission) and Title 74 OS, Sec150.9 (national criminal history).

Names previously used \_\_\_\_\_  
 (Maiden, Previously Married, Legal Name Changes etc...)

List other name(s) you currently use other than your legal name \_\_\_\_\_  
Alias Nickname

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ DOB (MM/DD/YYYY) \_\_\_\_\_

Home Resident Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**BACKGROUND QUESTIONS: All questions must be answered; additionally, if you answer "yes" to any question you must provide details on a separate sheet of paper.**

	YES	NO
1. Have you ever been convicted of any crime? (list all misdemeanors or felonies on a separate sheet)		
2. Are you currently under investigation, indictment, awaiting trial, verdict or sentencing in any criminal proceeding?		
3. Are you presently on parole or probation (including a deferred sentence) or paying restitution or fines or engaged in any payment arrangement with any governmental body?		
4. In the last ten (10) years have you received a deferred sentence which was later dismissed? (list all deferred sentences on a separate sheet of paper)		
5. Have you ever had a 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 in Oklahoma or any other state?		
6. Are you currently under investigation, involved in a hearing, trial, administrative proceeding or other action by the authority that issued the license or registration?		
7. Have you ever received an adverse decision or judgment against you in a criminal, civil or administrative action related to your business or professional activities?		
8. Have you ever had an application for a license, certification or registration denied or issued with restrictions or limitations?		
9. Have you ever been terminated from any employment for theft, fraud or dishonesty?		
10. Do you owe any delinquent child support payments? (If you answer yes, see number 4 below)		
11. Have you filed bankruptcy that involved investment property (personal or business) in the past five years?		
12. Do you have any delinquent unpaid student loans? (If you answer yes, see number 4 below)		
13. Did you receive anything other than an honorable discharge from the armed forces of the United States of America?		

**For all questions answered in the affirmative, you must submit documentation as it relates to the question.**

1. A detailed personal written statement as to the circumstances surrounding each arrest and/or conviction.
2. Copies of the judgment and sentence concerning the arrests and/or convictions disclosed on this application.
3. Statements from the court clerk or probation officer as to the current status of any fines, costs, community service, jail time, deferred sentence or probation ordered by the court in connection with each arrest and/or conviction.
4. A statement from Child Support Enforcement (DHS) or Student Loan Authority or other governmental agency's representative acknowledging a position of good standing (questions 10 &12).
5. A discharge of bankruptcy
6. Military documentation to include a copy of your discharge and a personal explanation.

**SPECIAL NOTICES:**

- You should expect the OSBI and FBI reports to be received by the Commission within sixty (60) days. All noted incidents will be investigated by the Commission.
- Do not send cash, rather please send check or money order payable to Oklahoma Real Estate Commission.
- Reinstatement forms and fees are submitted separately.
- Please refer to Oklahoma Real Estate Code and Rules 605:10-7-2 and Rule 605:10-7-9 (j) for all education requirements.
- Please contact the OREC for more information if your license has been lapsed for more than one year but less than three, or refer to the OREC Code and Rule 605:10-7-2.

**ACKNOWLEDGEMENT, CONSENT & SIGNATURE**

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

I understand and acknowledge that submission of this signed application authorizes the Commission to process the included fingerprint card and 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 a completed background check is only valid for six (6) months from the date of issuance.

I certify that 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, suspension or revocation. Failure to disclose pertinent information will cause substantial delays in the process and may result in the denial of a license.

Making a false statement in this application is cause for suspension or revocation of license (59 OS 1974).

**Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

I understand that all information I submit to the Commission will be matter of public record and subject to the Open Records Act.

**This space for OREC use only**