



# 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. This application must include at least one (1) fingerprint card and \$60.00, payable by check or money order to the Oklahoma Real Estate Commission for an Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation background check. Fees are non-refundable. Type or print clearly using black ink.

### PLEASE INDICATE THE TYPE OF LICENSE YOU ARE SEEKING:

PROVISIONAL SALES \_\_\_\_ SALES ASSOCIATE \_\_\_\_ BROKER \_\_\_\_

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

How do you want the Oklahoma Real Estate Commission to contact you? (Check one)  E-mail or  USPS

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.

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.

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

Print Name

Last

First

Middle

1. Have you ever been convicted of any crime?  
(List all misdemeanors or 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 deferred sentence) or paying restitution or fines or engaged in any payment arrangement with any governmental body? Yes \_\_\_ No \_\_\_
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) Yes \_\_\_ No \_\_\_

**If you answered "yes" to an above question, you must submit:**

1. A detailed personal written statement as to the circumstances surrounding each arrest and/or conviction.
2. A copy of the judgment and sentence concerning each arrest and/or conviction.
3. A copy of court records indicating the current status of all requirements imposed by the court in connection with 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 were ultimately sanctioned? Yes \_\_\_ No \_\_\_
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? Yes \_\_\_ No \_\_\_
7. 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 \_\_\_
8. Have you ever had an application for a professional or occupational license, certification or registration denied or issued with restrictions or limitations? 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? Yes \_\_\_ No \_\_\_

**If you answered "yes" you must provide proof of good standing from the Child Support Enforcement Office, (Department of Human Services).**

11. In the past five (5) years, have you ever filed bankruptcy that involved investment property? Yes \_\_\_ No \_\_\_

**If you answered "yes" to the above question you will need to submit a discharge of bankruptcy from the appropriate jurisdiction.**

12. Did you receive anything other than an honorable discharge from the United States Armed Forces? Yes \_\_\_ No \_\_\_

**If you answered "yes" to the above question, you will need to submit military documentation, a copy of the discharge, and a personal explanation.**

The completion of this six (6) page application will begin the background check process. Once you submit proof of completion of the required education your information will be submitted to the examination vendor. Upon approval, you will receive an email notification from the Commission advising you to schedule the appropriate examination with the test vendor.

**The OSBI and FBI reports may take up to sixty (60) days after submission to return the results to the OREC. All noted incidents will be investigated by the Commission. Once you have successfully completed the examination and cleared the background check, you will receive notice from the OREC regarding your license issuance.**

**NOTE: A real estate application is valid for 12 months, and a completed background check is valid for 6 months.**

**ACKNOWLEDGEMENT, CONSENT & SIGNATURE**

I understand it is my responsibility to read the accompanying instructions thoroughly and to submit a complete application, including required documents 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 my fingerprints will be used to check the criminal history records of the OSBI and FBI. I will be provided the opportunity to complete, or challenge the accuracy of any Criminal History information found. If there is a criminal history in question I will be given the opportunity to change, correct or update any information by notifying the appropriate arresting agency or court clerk.

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, 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 that 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 that I have filed an application with the Commission and acknowledge that 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 that I will conform to the laws and rules in all aspects.**

Making a false statement in this application is cause for suspension or revocation of license (Title 59 OS, Sec 858-312).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

NOTARIAL SEAL

\_\_\_\_\_  
Notary Public Signature

My commission expires on \_\_\_\_\_

**ADDITIONAL COMMENTS OR EXPLANATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Paste Current  
Passport Type Photo Here  
(Must be taken within the  
last 12 months).  
  
Photo must measure at  
least 2x2 inches, not to  
exceed the size of this  
box.**

Verification of pre-license education may not be required for an active **Non-Resident Applicant**

**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,  
NAME penalty of perjury, as follows

\_\_\_\_\_ I am a United States Citizen.

\_\_\_\_\_ 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\_\_\_\_,

by \_\_\_\_\_  
Applicant

\_\_\_\_\_  
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 \_\_\_\_\_

**I am submitting evidence of citizenship or qualified alien status for: (circle one)**

**Renewal Reinstatement New License**

**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 "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