

**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**

## **PROCEDURES FOR NATIONAL CRIMINAL HISTORY CHECK**

The national criminal history check procedure became effective January 1, 2008. Individuals subject to the new requirements include:

- All new license applicants
  - Individuals who allow their license to expire/lapse
  - Individuals desiring to change their license type – Provisional Sales to Broker or Sales Associate to Broker.
- (This requirement does not apply to those changing their license type from Provisional Sales to Sales Associate.)**

Background checks can take up to 60 days from the time the completed fingerprint card, your background check application and a fee of \$60.00 are submitted to the Oklahoma Real Estate Commission (OREC), and you should plan accordingly. You may submit these items to the Commission prior to taking your examination; however, these items should not be submitted more than 60 days before taking the exam – this will allow the Commission to begin the background check process.

A background check shall be valid for only 6 months from the date of issuance.

You will be required to provide in-depth documentation and information pertaining to any question you answered yes on.

The application and the fingerprint card may be obtained from OREC or from an approved real estate school. The schools must obtain the fingerprint cards from the Commission, as the cards have special identifying numbers connecting them to the Oklahoma Real Estate Commission. OSBI requires only applicant cards and will not accept any criminal cards from OREC.

The Commission will send the fingerprint card to the Oklahoma State Bureau of Investigation (OSBI), who will then forward the prints to the Federal Bureau of Investigations (FBI). Within sixty (60) days the Commission will receive both a state and federal background check report.

**NOTICE: If the fingerprint card is not readable and rejected by the OSBI or FBI you will be required to obtain a subsequent set of prints at your expense, but there is no additional fee for resubmission to the OSBI.**

## **FINGERPRINT CARD INSTRUCTIONS**

- 1. One applicant fingerprint card** per person is required. Ink must be black.
- 2. Fingerprints may be obtained from a local law enforcement agency or a local sheriff's office** (a list is available on the Commission's website along with contact information). The cost for the service varies by jurisdiction; therefore, you are advised to call ahead to ensure that the agency provides such a service and that someone will be available to perform the fingerprinting. Live Scan, also known as a laser print, is acceptable, but must be printed on a card. **We cannot accept electronically transmitted fingerprints at this time.**

**3. PLEASE PAY ATTENTION TO THE FOLLOWING INSTRUCTIONS:**

- (a) Hands should be washed and dried thoroughly prior to prints being taken
- (b) All applicable sections of the card must be completed
- (c) Type or print in **BLACK** ink your Last, First and Middle name at the top of the card
- (d) For RACE use:

**W – White**                                      **B – Black**                                      **A – Asian**  
**I – Native American**                      **H – Hispanic**                                      **U – Other**  
**(DO NOT use the LETTER “C”)**

(e) **Sign the fingerprint card in the “Signature of person fingerprinted” notation box or the cards will be returned to you.**

- (f) The section **CTZ** is your Country of citizenship – USA, Canada, Mexico, etc.
- (g) The section **SOC** is your social security number (IT IS VERY IMPORTANT THAT YOU ENTER THIS NUMBER, IF YOU HAVE ONE)
- (h) For **HGT** – use feet and inches. DO NOT use total inches
- (i) To describe the color of **EYES** and **HAIR**, use the appropriate three-letter code from the following list:

<b>COLOR</b>	<b>CODE</b>	<b>COLOR</b>	<b>CODE</b>
Bald	<b>BAL</b>	Gray/partial gray	<b>GRY</b>
Black	<b>BLK</b>	Green	<b>GRN</b>
Blonde/Strawberry	<b>BLN</b>	Hazel	<b>HAZ</b>
Blue	<b>BLU</b>	Red/Auburn	<b>RED</b>
Brown	<b>BRO</b>	White	<b>WHI</b>

- (j) **DO NOT fill out the sections titled:** OCA, FBI, MNU, ORI, or Reason Fingerprinted. (“Employer and address” refers to you, not the person fingerprinting you, and is optional.)
- (k) **DO NOT fold or damage the fingerprint card in any way.** The card cannot be processed if it has been folded, creased or damaged
- (l) If your prints are rejected, you will be required to resubmit them, and this will delay your application process.

**4.** The completed fingerprint card, your background check application, and a check or money order in the amount of \$60.00 must be mailed to:

**Oklahoma Real Estate Commission  
1915 N Stiles Ave, Suite 200  
Oklahoma City, Oklahoma 73105-4919**

**ADDITIONAL INFORMATION**

- If an incident is reported on either of the criminal history check reports, you will be notified of the situation and given an opportunity to correct any inaccurate information, or may be required to submit additional documentation as deemed necessary by the Commission.
- Following completion of the investigation, the application will either be approved or denied and you will be notified by mail.