

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, Part A of the license application and a fee of \$41.00 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.

The examination application now consists of two parts: Part A and Part B. Part A of the application asks questions regarding your past history that could possibly result in the application being denied. Part B of the application has additional questions, as well as questions similar to those that were presented on Part A.

You will only be required to provide in-depth documentation and information on Part A of the application.

The applications (Part A and B), 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.

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 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.**

