



APPLICATION FOR REAL ESTATE LICENSE—INDIVIDUAL

Oklahoma Real Estate Commission
1915 N Stiles Ave Suite 200
Oklahoma City, OK 73105
(405) 521-3387 help@orec.ok.gov

Application Fee	\$ 35.00
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APPLICANT INFORMATION

1. Legal name of applicant (last, first, middle)		2. Social Security Number	
3. Names previously used		4. Birthdate (month, day, year)	
5. Address (Street, city, state and ZIP code)			
6. Phone (home)	7. Phone (cell)	8. E-mail	
9. Place of Birth (City, state and country)		10. Are you a US Citizen or a qualified alien? Please attach evidence of citizenship, i.e. birth certificate or passport. <u>Driver's licenses are not proof of citizenship.</u> <input type="checkbox"/> YES <input type="checkbox"/> NO	

LICENSE INFORMATION

11. Please indicate the type of license you are applying for:				
<input type="checkbox"/> Provisional Sales Associate	<input type="checkbox"/> Broker Associate	<input type="checkbox"/> Broker Proprietor		
<input type="checkbox"/> Sales Associate	<input type="checkbox"/> Branch Broker	<input type="checkbox"/> Managing Broker		
12. If applying for a Managing Broker license, will you be working under a corporation or LLC? <input type="checkbox"/> Corporation <input type="checkbox"/> LLC		13. Have you ever held a real estate license in Oklahoma? <input type="checkbox"/> YES <input type="checkbox"/> NO License Number _____		
14. Are you applying for a Resident or Non-Resident license?		<input type="checkbox"/> Resident — I will be working from an office located within the State of Oklahoma		
		<input type="checkbox"/> Non-Resident — I will be working from an office location outside the State of Oklahoma		
15. Have you ever held a real estate or similar type license in any other jurisdiction?				<input type="checkbox"/> YES <input type="checkbox"/> NO
16. If yes, list the jurisdiction(s), license number(s), type of license(s), and date which held below. Please attach a license history from the jurisdiction in which you've held a license for the longest period of time. All license certifications are valid for sixty (60) days from the date of issuance.				
Type of License	State	License Number	Date Issued (month, date year)	License Status

QUESTIONNAIRE

17. Have you ever been convicted of a felony in the last 20 years?
(If yes, please explain and attach any relevant documents regarding the felony)

YES NO

18. Are you currently under investigation, indictment, awaiting trial, verdict or sentencing in any felony criminal proceeding?
(If yes, please explain)

YES NO

19. Have you ever had a professional or occupational license suspended, revoked, surrendered, or otherwise subject to any type of disciplinary action? (If yes, please explain)

YES NO

20. Have you ever had an application for a professional or occupational license issued with restrictions or limitations?
(If yes, please explain)

YES NO

21. Are you currently under investigation, involved in a hearing, trial, administrative proceeding or other action by an authority issuing a license or registration? (If yes, please explain)

YES NO

22. Have you ever received an adverse decision or judgement against you in a criminal, civil or administrative action relation to your business or professional activities? (If yes, please explain)

YES NO

IMPORTANT INFORMATION, AFFIRMATION AND SIGNATURE

All entries to the above questions may be investigated by the Commission.

After successful completion of the examination and background review, you will receive notice regarding your license issuance.

I certify that I am eighteen (18) year of age or older and that I am a citizen of the United States or a lawfully admitted alien.

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. Making a materially false or fraudulent statement in an application for a license is a violation of the Oklahoma Real Estate License Code and Rules, which may result in disciplinary action including, but not limited to: application 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.**

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 application.

Privacy Act Statement and Application 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 and 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 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 justices agencies; and agencies responsible for national security or public safety.

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.

I hereby swear or affirm that I have read the above statements and agree to same.	
Signature of applicant	Date signed (<i>month, day, year</i>)
Notary Public Signature	Notary Seal
Commission No. My Commission expires (<i>month, day, year</i>)	

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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_____.

My Commission Expires: _____

Commission No. _____

(Seal)