

TIPS FOR PROCEEDING THROUGH THE APPLICATION PROCESS MOST EXPEDIENTLY

While there are at least three parties that can affect this process; the applicant, the State Patrol and the Real Estate Commission, we would like to share with you what we believe will be the most expedient manner in which to pursue a real estate license.

1. Obtain an application packet either from the office or online
2. Submit the application and fees to the Commission
3. Upon receiving the application, the Commission will, **immediately**, return fingerprint cards with instructions to the applicant
4. Pursue the fingerprint process as soon as possible; be aware that it is taking on average 4-6 weeks for criminal reports to be received in the Commission office—**background check fees are paid directly to the State Patrol**
5. While waiting for the report, provide everything else required for a complete application:
 - course completion certificates or transcripts if qualifying through education and examination;
 - those seeking licensing through the license recognition process will need to make arrangements for a Certification of License History, relative to the license being recognized, to be sent directly to the Nebraska Real Estate Commission (Must not be more than 30 days old at the time the license will be issued)
6. When the criminal background report has been received in the Commission office a letter will be mailed to the applicant indicating either:
 - the application is complete and an appointment may be made to take the examination,
 - the application is incomplete and listing the items remaining for a complete application

Applicants will no longer have to call periodically to see if the Commission has received the background report; we will confirm receipt with one of the letters described in this section.

7. To have a license issued upon successfully passing the examination, applicants must submit the following:
 - License Issuance form
 - License Issuance fee
 - If seeking active status:
 - ✓ proof of errors and omissions insurance;
 - ✓ all necessary information regarding the manner in which they intend to do business

Please remember that applications, with their fees, are only considered current for one year from the date we receive them. Therefore, it is in the applicant's best interest that he/she pursue the fingerprinting process immediately upon receiving the fingerprint cards from the Commission.