

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 or email will be sent 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 correspondences described in this section.
7. Fingerprint Based Background Check Disclosure
 - Identification records obtained may not be disseminated outside the Nebraska Real Estate Commission. If the information on the record is used to disqualify an applicant, the Commission will provide the applicant the opportunity to complete or challenge the accuracy of the information contained on the record. The Commission should not deny the application based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so.
 - An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record, the applicant should be advised that the procedures to change, correct, or update the record are set forth below:

Title 28, CFR, section 16.34 – Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the requested information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
8. 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.