



## Preliminary Application for Individuals with Criminal Convictions - \$100.00 (FEES ARE NON-REFUNDABLE)

**EFFECTIVE JULY 2019** - Pursuant to Neb. Rev. Stat. §§ 84-947

An individual who has a criminal conviction may submit this Preliminary Application for Individuals with Criminal Convictions form to be presented to the Commission for a determination as to whether the individual's criminal conviction would disqualify the individual from obtaining a real estate license. Upon receipt of the completed Preliminary Application form, other requested information, and the \$100.00 fee, the Commission will schedule a time for the individual to appear before the Commission for a Preliminary Application Informal Special Appearance. During the Preliminary Application Informal Special Appearance, the Commission shall make a determination of whether the individual's criminal conviction would disqualify the individual from obtaining a real estate license or sitting for the examination. Once the determination has been made by the Commission, a letter will be sent to you regarding their determination.

This Preliminary Application Informal Special Appearance is being conducted based on criminal conviction information provided by the individual. If the Commission finds that the individual has been convicted of subsequent criminal convictions or prior crimes not reported, the Commission may rescind the determination.

1. Individual's Full Name: \_\_\_\_\_  
Last First Middle Suffix

2. Individual's Address: \_\_\_\_\_  
Street City State Zip

3. Individual's Daytime Phone Number: \_\_\_\_\_

4. Individual's Date of Birth: \_\_\_\_\_

5. Individual's Social Security Number: \_\_\_\_\_

6. Individual's Email Address: \_\_\_\_\_

7. Please attach a letter of explanation including full details including dates, places, disposition, and detailed explanation of events leading up to the charge of any misdemeanor or felony offenses, or if there are any such charge pending against you. You also need to disclose if the sentence is completed.
8. If applicable, please explain or provide evidence of rehabilitation.
9. Please attach three to six character reference letters. The letters must have the handwritten signature of the person providing the character reference and must be on letterhead, if possible.

I understand that only one Preliminary Application for Individuals with Criminal Convictions form can be submitted within two years after the final decision on the previous preliminary application except if the individual has taken action to remedy the disqualification as advised by the Commission, then the individual may file another form six month after the final decision on the previous form.

I certify all information submitted on this form and any attachments to be true and accurate. I understand that providing false information on this form or any attachments may result in imposition of administrative penalties and/or sanctions, including denial or revocation of the license.

Date Signed \_\_\_\_\_ Signature of Applicant \_\_\_\_\_