



BACKGROUND CHECK APPLICATION

Rev 1/2010

Real Estate Agency
1177 Center Street NE
Salem OR 97301
Phone: 503-378-4170
www.rea.state.or.us

TYPE OF LICENSE OR REGISTRATION (check one):

- Real Estate Broker
- Property Manager
- Membership Camping Contract Broker/Salesperson

Read the application and accompanying instructions carefully. Answer **ALL** questions completely. If additional space is needed for an answer, attach a separate sheet indicating the section and/or number to which the information applies. Date and sign any such attached sheets.

Send completed form to the Agency along with:

- a) One completed fingerprint card that meets FBI processing standards.
- b) Check or money order for **\$47** payable to the Real Estate Agency. Or complete Section B to pay by credit card. Do not send cash.
- c) Materials listed in Section C, Line 4 if you answered "yes" to any questions in Section C.

You will be notified when your background check is cleared, or if we need additional information.

SECTION A				APPLICANT INFORMATION			
Legal last name		Legal first name		Legal middle name		Date of birth (month/day/year) / /	
Personal mailing address						Birth place (city/state or country)	
City, state, zip						County of residence	
Residence street address, city, state, zip (if different than above)							
List all states lived in for past 10 years							
List any other names ever used including nicknames, aliases, maiden, prior married, etc.							
Social Security No.			<input type="checkbox"/> Male <input type="checkbox"/> Female		Daytime phone number ()		Alternate phone number ()

As part of your application for a license or registration, Federal and State laws require you to provide your Social Security Number (SSN) to the Agency to be used for child support enforcement and tax administration purposes (including identification) under ORS 25.785, ORS 305.385, 42 USC § 405(c)(2)(C)(i), and 42 USC § 666(a)(13). The Agency will refuse a license or registration to any applicant or licensee who fails to provide his/her SSN. Based on our authority under OAR 863-014-0015 and 863-024-0015, the Agency will also use your SSN for identification purposes only.

SECTION B		PAYMENT	
Background check fee is \$47. Payment may be made by check or money order payable to the Real Estate Agency or by credit card (VISA or MasterCard). Do not send cash. Complete this section to pay by credit card.			
<input type="checkbox"/> VISA		<input type="checkbox"/> MasterCard	
Billing Address		Card No. _____ - _____ - _____	
		Expiration Date (mo/yr) __ / __	
Signature Authorizing Credit Card Payment			

YOU'RE NOT DONE YET – PLEASE GO ON TO PAGE 2!

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SECTION C		BACKGROUND QUESTIONS	
1	<p>Criminal Disclosure</p> <p>a) Have you ever been convicted* of any felony or misdemeanor criminal offense? **</p> <p>b) Are you currently under investigation, indictment, awaiting trial, verdict or sentencing in any criminal proceeding? **</p> <p>c) Do you have any criminal arrest or citation, which has yet to be adjudicated? **</p> <p>d) Are you a fugitive from justice?</p> <p>e) Are you presently on parole or probation or paying any restitution or fine?</p> <p>* "Convicted" includes a guilty or "no contest" plea, verdict of guilty by a judge or jury, or a forfeiture of bail. All convictions must be disclosed, even if they were later dismissed, a diversion program completed, or occurred when a minor.</p> <p>** Include major traffic violations such as DUI, reckless driving, or driving while suspended or uninsured.</p>	Yes	No
2	<p>Regulatory Disclosure</p> <p>a) Have you ever had a trade, occupation or professional license (other than your driver's license) or registration fined, reprimanded, suspended, involuntarily terminated, revoked or otherwise subject to any type of disciplinary action whether or not you were ultimately sanctioned? *</p> <p>b) Have you ever surrendered or allowed to expire a professional license (other than your driver's license) or registration, or were permitted to resign after allegations were made against you, in connection with or while under investigation, or while an action was pending? *</p> <p>c) Are you currently under investigation, involved in a hearing, trial, administrative proceeding or other action by the authority that issued the professional license or registration? *</p> <p>d) Have you ever received an adverse decision or judgment against you in a criminal, civil, or administrative action related to your business or professional activities? *</p> <p>e) Have you ever acted, or attempted to act, in a regulated profession at a time when you were not licensed or legally authorized? *</p> <p>f) Have you ever had an application for a license or registration denied or issued with restrictions or limitations? *</p> <p>g) Have you ever been terminated from any employment for theft, fraud, or dishonesty?</p> <p>* Include if you were a participant in a partnership, corporation, or other business entity that was the subject of such action.</p>	Yes	No
3	<p>Civil & Financial Disclosure</p> <p>a) Have you ever received an adverse decision or judgment against you related to a real property matter? *</p> <p>b) Do you have any unsatisfied judgments or liens against you? *</p> <p>c) Are you currently in arrears for child support?</p> <p>d) Have you filed bankruptcy (personal or professional) in the past ten years? *</p> <p>e) Are you currently awaiting trial or a Court verdict in any civil proceeding (not including divorce or child custody)? *</p> <p>* Include if you were a participant in a partnership, corporation, or other business entity.</p>	Yes	No
4	<p><u>If you answered 'yes' to any of the questions above, you must send the following with this application:</u></p> <p>a) A detailed, written statement of explanation for <u>each</u> 'yes' answer. Include dates, location, involved agencies and/or courts, nature, circumstances and disposition. Date and sign your written statement.</p> <p>b) A 5-year employment history. Include the name, address and telephone number of your employer(s), dates and a brief description of your job duties. Account for all your time employed, unemployed, retired, homemaker and/or student.</p> <p>c) Current, original letters from at least 3 persons (not relatives) attesting to your good character and reputation. Letters must be signed, dated, and include contact information.</p> <p>d) If the incident(s) occurred in the past ten years, copies of official documents, such as a judgment or order, that confirms the nature of the incident and current status or disposition. Documents not required for bankruptcy (still must submit a, b & c above).</p> <p>You may also attach additional information you'd like to have considered during the background check process.</p>		

YOU'RE NOT DONE YET – PLEASE GO ON TO PAGE 3!

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SECTION D		LICENSE HISTORY			
Have you previously submitted any application information to, been tested by or licensed with the Oregon Real Estate Agency?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
List all licenses or registrations you have ever held to engage in any regulated occupation, trade, or profession (including real estate). Include any pending or denied applications.					
STATE	TYPE	LICENSE NUMBER (if known)	DATE ISSUED	CURRENT Yes No	
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

SECTION E		ACKNOWLEDGEMENT, CONSENT & SIGNATURE	
Read this section carefully before signing below.			
<p>I understand it is my responsibility to read the accompanying instructions thoroughly and to submit a complete application, including required documents and fees. If the information developed by the Agency requires the submission of additional information, it is my responsibility, upon request by the Agency, to provide the requested information. I further understand that failure to do so may cause my application to be considered incomplete which will result in termination of the application.</p> <p>I understand and acknowledge that submission of this signed application authorizes the Agency to process the included fingerprint card through and receive information from the Oregon State Police and the Federal Bureau of Investigations relating to any arrest or criminal history information of record.</p> <p>I further understand the Agency has access to and may receive information from a nationwide data bank regarding licensing and disciplinary action information.</p> <p>I authorize all past and present employers, business associates, agencies and any other person to furnish to the Real Estate Agency, or its representatives, any information they have, including without limitation my creditworthiness, character, ability, business activities, general reputation, history of employment and, in the case of former employers, complete reasons for my termination.</p> <p>I further understand that if I have otherwise qualified, I will not be considered for licensing until the background check process and review has been completed. If I have successfully completed the background check process and review but do not successfully complete the remaining portions of the entire licensing application process within twelve months from the date of the successfully completed background check process and review, the successfully completed background check process and review is no longer valid.</p> <p>I certify that my answers on this application and accompanying documents are true, correct, and complete to the best of my knowledge. Any information found to be knowingly or negligently misrepresented, incomplete or inaccurate, will be grounds for license denial, suspension or revocation. Failure to disclose pertinent information will cause substantial delays in the process and may result in the denial of a license.</p>			
Original Signature of Applicant			Date

Office Use Only

Cleared _____
