



ESCROW CRIMINAL RECORDS CHECK APPLICATION

Rev Feb. 2010

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

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 attached sheets. You will be notified if we need additional information.

Send completed form to the Agency along with:

- a) One completed fingerprint card that meets FBI processing standards.
- b) Resume detailing experience in the administration of escrows, including names of former employers, dates employed and duties.
- c) Check or money order for **\$47** payable to the Real Estate Agency or complete Section C to pay by credit card. Do not send cash.
- d) Materials listed in Section D-2 if you answered "yes" to any questions in Section D-1.

SECTION A ESCROW AGENT INFORMATION			
Name of Escrow Agent			
Main Office Address			Main Office Phone
SECTION B INFORMATION ON INDIVIDUAL			
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 ()
Relationship to Escrow Agent <input type="checkbox"/> Individual owner of escrow agent with more than 5% ownership interest	<input type="checkbox"/> Corporate Officer in charge of escrow operations	<input type="checkbox"/> Individual in charge of escrow operations	
SECTION C PAYMENT			
Criminal Records 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	Card No. _____ - _____ - _____ - _____	
Billing Address			Expiration Date (mo/yr) ____ / ____
Signature Authorizing Credit Card Payment			

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SECTION D		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
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
2	<p>If you answered "yes" to any of the questions in this section, <u>you must</u> send the following with this application:</p> <p>a) A detailed, written statement of explanation. Include dates, location, involved agencies and/or courts, nature, circumstances and disposition. Date and sign your written statement.</p> <p>b) 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. Form letters are unacceptable.</p> <p>c) If the incident(s) occurred in the past ten years, copies of official documents that confirm the nature and current status or disposition. Documents not required for bankruptcy (still must submit a, b & c above).</p> <p>You may attach additional information for consideration during the criminal records check process.</p>		

SECTION E		ACKNOWLEDGEMENT, CONSENT & SIGNATURE	
<p>Read this section carefully before signing below.</p> <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 cards 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>If I have successfully completed the criminal records check process and review but the escrow agent doesn't successfully complete the licensing application process or application for change in ownership or change to corporate officers or individuals in charge of escrow operations within twelve months from the date of the successfully completed criminal records check process and review, the successfully completed criminal records 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 denial of criminal records check clearance. Failure to disclose pertinent information will cause substantial delays in the process.</p>			
Original Signature of Applicant			Date