

**Criminal Background Check Requirement for New Real Estate License Applicants
Summary of Practical Methods for Effective Implementation of HB 2295, Effective July 1, 2007**

K.S.A. 58-3039(b)(1) now requires an applicant for an original real estate license to be fingerprinted and submit to a fingerprint-based state and national criminal history record check. The Kansas Real Estate Commission (KREC) will submit the fingerprints to the Kansas Bureau of Investigation (KBI) and the Federal Bureau of Investigation (FBI) to determine whether the applicant has a record of criminal history in the state of Kansas or other jurisdictions. K.S.A. 58-3039(b)(3) gives KREC the authority to fix and collect a fee in the amount of \$54.00 for the actual cost of the KBI and FBI background checks and a processing charge for KREC's administrative costs in the amount of \$10.00. The total fee of **\$64.00** is to be paid by money order or cashier's check and made payable to **KREC**.

Fingerprint cards can be obtained from the real estate schools that are registered providers of pre-license courses, the Kansas Practice Course and the Kansas Law Course, at the Pearson VUE licensure examination sites, or by emailing brooke.daniels@krec.state.ks.us and requesting the fingerprint packet. (Please provide name, address and telephone number in the email). An authorized entity must take the fingerprints of the applicant. The applicant may go to a local police department, county sheriff's office or the Topeka KBI office to be fingerprinted. An appointment may be necessary and a fee may be required. The completed fingerprint card, the \$64.00 fee and this waiver must be submitted directly to the KREC, Three Townsite Plaza, 120 SE 6th Ave, Ste 200, Topeka, KS 66603 before your fingerprints will be submitted to the KBI and FBI for a criminal history check.

KANSAS REAL ESTATE COMMISSION WAIVER
For Completing Criminal History Background Checks

PLEASE TYPE OR PRINT LEGIBLY:

NAME (Last, first, middle, Jr., Sr., Etc)

ALL OTHER NAMES USED (Include maiden name)

STREET ADDRESS

P. O. BOX

CITY

STATE

ZIP CODE

COUNTY

PHONE NUMBER (Home)

PHONE NUMBER (Work)

CELL PHONE NUMBER

E-MAIL ADDRESS

FAX

GENDER – Male or Female

*SOCIAL SECURITY NUMBER

DATE OF BIRTH

LAW ENFORCEMENT AGENCY or AUTHORIZED ENTITY WHERE FINGERPRINTED (Name, Address, City/State)

I hereby give permission for the Kansas Real Estate Commission to conduct a Kansas criminal history background check with the Kansas Bureau of Investigation (KBI) and a national check through the Federal Bureau of Investigation (FBI). Any information maintained by the KBI and/or the FBI may be released as allowed by law.

Signature of Applicant

Date

**Social Security Number is requested pursuant to K.S.A. 2002 74-148, and amendments thereto. Pursuant to K.S.A. 74-139, Social Security number will be provided to the Kansas director of taxation upon the director's request.*

KANSAS REAL ESTATE COMMISSION, 3 TOWNSITE PLAZA STE 200, 120 SE 6TH AVE, TOPEKA KS 66603-3511
PHONE 785-296-3411 FAX 785-296-1771 www.kansas.gov/krec