

FINGERPRINT INSTRUCTIONS FOR IDAHO REAL ESTATE LICENSE APPLICANTS

Idaho Code Section 54-2012(1)(i) and 54-2012(2)(c) require that an applicant for a new salesperson or broker license must receive fingerprint clearance prior to applying for licensure.

1. Make an appointment to be fingerprinted with Pearson VUE (IREC's license exam provider) by visiting www.pearsonvue.com or calling (877) 540-5833. You will choose a location to be fingerprinted and pay the \$49.25 fingerprinting fee to Pearson VUE. The \$49.25 fee includes the electronic fingerprinting service and required background check. **The Idaho test centers (Boise, Pocatello, and Coeur d'Alene) and the Spokane, Washington; Midvale, Utah; and Las Vegas and Reno, Nevada test centers have LiveScan equipment for digital fingerprinting.** IREC encourages you to test at one of these centers, if possible, where you can be fingerprinted at the same time you take your license exam. (NOTE: The exam appointment is separate from the fingerprinting appointment. Be sure to schedule an appointment with Pearson VUE for both services.)
2. If you cannot be fingerprinted at one of the above-referenced test centers, you may contact the Commission to request a traditional fingerprint card packet, including a pre-addressed envelope and instructions on how to be fingerprinted and submit your fingerprints for processing. There may be an additional charge for the fingerprinting service if you do not have your fingerprints taken at a Pearson VUE test center listed above. (You will pay any additional fees directly to the agency taking your fingerprints.) Completed fingerprint cards must be submitted within 60 days of the date the prints are taken. You will mail your completed fingerprint card and the \$49.25 fee directly to: L-1 ESD/LiveScan Processing Unit, 1650 Wabash Suite D, Springfield, IL 62704, ATTN: Idaho Real Estate. **DO NOT SEND FINGERPRINT CARDS OR THE \$49.25 FEE TO THE REAL ESTATE COMMISSION.**
3. All fingerprints mailed to L-1 on traditional paper fingerprint cards will be converted to digital records and transmitted electronically to the Idaho State Police (ISP) for processing. ISP will perform a state screening and then forward your fingerprints to the Federal Bureau of Investigation (FBI) for a national screening.
4. The results of your background check will be returned to the Commission within 7-10 days for LiveScan fingerprints taken at the above Idaho region test centers. If you are fingerprinted elsewhere, results will be returned 3-6 weeks after you mail your completed fingerprint card to L-1. The Commission will notify you in writing when your fingerprints have been approved. You can also view the status of your fingerprint results online by logging in as a registered user to the IREC website www.irec.idaho.gov. Fingerprint results are valid for 6 months from the Commission's approval date. No extensions will be given.
5. If your fingerprints are rejected as unreadable, the Commission will notify you with instructions on how to provide a new set of fingerprints at no additional charge. If your fingerprints are returned twice as unreadable, ISP will forward your fingerprints to the FBI for a national name screening. This separate FBI screening will take an additional 3 to 6 weeks.
6. If you have ever had a felony conviction and you have received a notice from the Commission requesting more information, you must make a written request for and obtain an exemption from the Commission before you can be licensed. Please contact the Commission's Licensing Department for assistance in requesting a felony exemption.

Below are 3 guidelines given to the Commission by the Idaho State Police which will help you in submitting clear, readable fingerprints:

1. Be sure your hands are clean when you have your fingerprints taken. Oil or grease on the fingertip will prevent a clean, readable print from being taken.
2. If you have an injury to a fingertip, ask the official taking the fingerprints to note this on your card.
3. Be sure to provide all other names ("aliases") you have ever used, including maiden names.

If you have your fingerprints taken at one of the above-referenced test centers, the test center staff will assist you in completing the required background information for your fingerprint record. If you have your fingerprints taken anywhere else, be sure to fill out the fingerprint card completely. Please see the line by line instructions for completing your card on the reverse of this page. Failure to provide all required information will result in the card being returned to you, which will delay your licensure.

Instructions for Completing Fingerprint Cards

(Information must be typed or printed in black ink – See below for references to numbered fields)

- (1) **NAME:** Print or type your name, last name first, in the space at the top center of the form.
- (2) **SIGNATURE OF PERSON FINGERPRINTED:** Sign your legal name.
- (3) **RESIDENCE OF PERSON FINGERPRINTED:** Print or type your mailing address, including the city, state, and zip code.
- (4) **DATE:** *** *Leave blank.* *** (The person taking your prints will date the card.) **Please note:** You have 60 days from this date to submit your card to L-1. After 60 days, you will have to redo your fingerprints.
- (5) **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:** *** *Leave blank.* *** (The person taking your prints will sign the card.)
- (6) **EMPLOYER AND ADDRESS:** Print or type the name and address of your current employer, OR use “self-employed”.
- (7) **REASON FINGERPRINTED:** If this space is blank on your card, print or type the following information: *Real Estate License per Idaho Code 54-2012(1)(i).*
- (8) **ALIASES (AKA):** Print or type all last names you have used which are different from your current last name (i.e., maiden name).
- (9) **CITIZENSHIP (CTZ):** Print or type the name of the country of which you are a citizen.
- (10) **YOUR NO. (OCA):** Print or type the first three letters of your last name and the last four numbers of your social security number.
- (11) **FBI NO. (FBI):** If you have an FBI number, print or type it here. Otherwise, *leave blank.*
- (12) **ARMED FORCES NO. (MNU):** *** **ENTER YOUR CONTACT TELEPHONE NUMBER.** ***
- (13) **SOCIAL SECURITY NO. (SOC):** Print or type your social security number.
- (14) **MISCELLANEOUS NO. (MNU):** *** *Leave blank.* ***
- (15) **SEX:** Print or type “M” for male or “F” for female.
- (16) **RACE:** Print or type “A” (Asian), “B” (Black), “W” (White), “I” (Indian), or “U” (Unknown).
- (17) **HGT:** Print or type your height.
- (18) **WGT:** Print or type your weight.
- (19) **EYES:** Print or type your eye color.
- (20) **HAIR:** Print or type your hair color.
- (21) **DATE OF BIRTH (DOB):** Print or type your month, day and year of birth.
- (22) **PLACE OF BIRTH (POB):** Print or type the city and state OR country where you were born.

INCOMPLETE CARDS WILL BE RETURNED AND WILL NOT BE PROCESSED.

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK	FBI	LEAVE BLANK
		LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME		
SIGNATURE OF PERSON FINGERPRINTED (2)		(1)		
RESIDENCE OF PERSON FINGERPRINTED (3) MAILING ADDRESS		ALIASES <u>AKA</u>	OR ID920050Z ID REAL ESTATE COMM BOISE, ID	
DATE (4) SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (5)		CITIZENSHIP <u>CTZ</u>		
EMPLOYER AND ADDRESS (6)		YOUR NO. <u>OCA</u> (10)	DATE OF BIRTH <u>DOB</u> (21) <small>Month Day Year</small>	
REASON FINGERPRINTED (7)		FBI NO. <u>FBI</u> (11)	SEX <u>RACE</u> <u>HGT</u> <u>WGT</u> <u>EYES</u> <u>HAIR</u> PLACE OF BIRTH <u>POB</u> (15) (16) (17) (18) (19) (20) (22)	
		ARMED FORCES NO. <u>MNU</u> (12) OR PHONE NO.	LEAVE BLANK	
		SOCIAL SECURITY NO. <u>SOC</u> (13)	CLASS _____	
		MISCELLANEOUS NO. <u>MNU</u> (14)	REF. _____	