



FINGERPRINT INSTRUCTIONS & BACKGROUND WAIVER | REL-150

FINGERPRINT CARDS: Fingerprint cards may be requested from pre-license course providers, Kansas Pearson VUE exam centers, or the Kansas Real Estate Commission (KREC) by emailing krec@ks.gov with your name and mailing address.

INSTRUCTIONS FOR COMPLETING FINGERPRINT CARDS: Do not fold, staple, bend, tape, highlight, stamp, make extraneous marks, or modify the fingerprint card. Satisfactory fingerprints must be obtained using the services of an authorized entity. The applicant may go to a local police department, county sheriff's office or the Topeka office of the Kansas Bureau of Investigation to be fingerprinted. An appointment may be necessary and a fee may be required.

Type or Print all information in **BLACK INK**. **DO NOT SIGN** the fingerprint card until your signature can be witnessed by the official taking your fingerprints. The person taking your fingerprints will verify the information on the card according to the identification you provide and take the fingerprints by ink or with the use of a Livescan machine (inkless electronic fingerprinting).

LAST NAME, FIRST NAME, MIDDLE NAME: In the order listed on the card, PRINT your complete name. Do not modify any portion of your name to fit the card. For example, if your identification shows the suffix II, do not change it to Jr. on the card. If your last name is hyphenated on your identification, do not drop either name.

SIGNATURE OF PERSON FINGERPRINTED: You must show proof of your identity to the person taking your fingerprints. When you make your appointment to be fingerprinted, ask what type of identification is required. Your signature must be witnessed by the person taking your fingerprints after that person examines your proof of identity.

ALIASES AKA: List all other names you have used including maiden name(s).

ORI: This entry should be preprinted on the card. If your card is blank or an agency other than KREC is indicated, you may line through and fill in "KS920120Z, Real Estate Commission, Topeka KS" or contact KREC for a replacement card.

DATE OF BIRTH DOB: Enter your date of birth as MM/DD/YY. Example: Enter April 21, 1985 as 04/21/85.

RESIDENCE OF PERSON FINGERPRINTED: List your current address in full. A P.O. Box alone is not sufficient.

DATE: Enter the date your fingerprint card is completed. Enter as MM/DD/YY.

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: This line must be completed with the signature of the person taking your fingerprints. They should print their name underneath their signature.

CITIZENSHIP CTZ: Enter the name of the country where you are a citizen. Enter US for United States citizens. For foreign citizens, use the two-character foreign country codes used by criminal justice agencies for federal reporting. All law enforcement agencies have a set of codes.

SEX: Enter either M (male) or F (female).

RACE: Use one of the following codes: **A** – Asian **N** – Native Hawaiian/Pacific Islander **W** – White **B** – Black **I** – American Indian/Alaskan Native **O** – Other

HEIGHT HGT: Enter your height in feet and inches. Do not use fractions of an inch.

WEIGHT WGT: Enter weight in pounds and round to the nearest pound. Do not use fractions of pounds.

EYES: Use one of the following codes: **BLK** – Black **BLU** – Blue **BRO** – Brown **GRN** – Green **GRY** – Gray **HAZ** – Hazel **O** – Other

HAIR: Use one of the following codes: **BAL** – Bald **BLK** – Black **BLN** – Blonde or Strawberry **BRO** – Brown **GRY** – Gray **RED** – Red or Auburn **WHI** – White

PLACE OF BIRTH POB: Enter the two-character code for the state you were born in. If you were not born in the US, enter the foreign country codes used by criminal justice agencies for federal reporting. All law enforcement agencies have a set of codes.

EMPLOYER AND ADDRESS: Enter name and address of your current employer.

REASON FINGERPRINTED: This entry will already be completed by KREC. If not, write in "Real Estate Broker/Salesperson, K.S.A. 58-3039(b)"

SOCIAL SECURITY NO. SOC: Enter your Social Security number or work visa number. *Your Social Security number is requested pursuant to K.S.A. 2002 74-148, and amendments thereto. Pursuant to K.S.A. 74-139, your Social Security number will be provided to the Kansas director of taxation upon the director's request.*

The Following Headings Will Be Completed By Other Agencies. **Do not put any information in these areas:**

YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU

MISCELLANEOUS NO. MNU



Kansas Real Estate Commission

Jayhawk Tower
700 SW Jackson St Ste 404
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411
Fax: (785) 296-1771 www.krec.ks.gov

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All applicants for an original salesperson or broker license must complete this Fingerprint Waiver Form and submit to fingerprinting. This includes Kansas salespersons applying for a broker license and persons licensed in another state seeking licensure in Kansas by equivalent requirements met. [reference K.S.A. 58-3039(b)(1)] Fingerprints and reports for another state or profession may not be used to apply for a Kansas license.

The completed Fingerprint Waiver Form, Fingerprint Card and \$60 must be submitted directly to KREC. KREC will then submit the fingerprints to the KBI and FBI to determine whether a criminal history exists. The process generally takes 10 business days, but may be delayed if the fingerprints are rejected due to poor quality. **A form is attached to pay by credit card or you may submit a cashier's check or money order payable to KREC.**

Fingerprints may be submitted before or after completing the education and examination requirements. The date your fingerprint card and background report are received at KREC will be posted at www.krec.ks.gov. The website is updated every other week. You do not have to wait for the reports to be generated or posted to submit your license application. The background check is valid for 6 months from the date of the KBI and FBI report. If KREC does not receive a complete application from you prior to this deadline, you must submit to another background check.

Last Name	First Name	Middle Name
All Other Names Used		

Gender <input type="radio"/> Male <input type="radio"/> Female	Social Security Number *	Date of Birth
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*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.

Residence Address			
City	State	Zip	County

Residence Phone	Cell Phone	Work Phone
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Email Address

Law Enforcement Agency Or Authorized Entity Where Fingerprinted		
Address		
City	State	Zip

LICENSEE CERTIFICATION: 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

DATE SIGNED

Initials: _____	COMMISSION USE ONLY		
Date Entered: _____	Fee: \$ _____	Deposit Date: _____	



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A convenience fee of \$1.50 is required for payment of the \$60 fingerprint processing fee by credit card. The convenience fee does not apply for payment by cashier's check or money order payable to KREC.

Applicant Name:	Card Holder: (if different than applicant)	Email Address: (optional/for electronic receipt)
Card Number:	Expiration Date:	Zip Code:
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		

Mail this form to the Kansas Real Estate Commission at the address above with your Fingerprint Card and Waiver form.

After processing your payment, this document will be shredded.

If you prefer to provide your credit card information by phone, call 785-296-3411. Alternatively, you may fax your card information to 785-296-1771 or email it to krec@ks.gov.