

# FINGERPRINT INSTRUCTIONS

## IDAHO REAL ESTATE COMMISSION

REE-011-31  
Rev.07/18

Idaho Code 54-2012(1)(j) and 54-2012(2)(c) require salesperson and broker license applicants to be fingerprinted to determine qualification for licensure. By submitting your fingerprints for consideration of real estate licensure, you acknowledge receipt of the [Idaho State Police Noncriminal Justice Applicant Privacy Statement](#). If IREC needs more information to consider your qualification for licensure, a copy of your criminal history information (if any) may be sent to the address you provide at the time you submit your fingerprints.

**The fee is \$60**

1. Make an appointment for digital (LiveScan) fingerprinting at selected Pearson VUE test centers at <https://pearsonwest.ibtfingerprint.com> or by calling Idemia (formerly L-1 Identity Solutions) at (866) 761-8069 Monday through Saturday 9:00 a.m. to 6:00 p.m. (*Mountain time*). **The Idaho test centers (Boise, Twin Falls, Pocatello, and Coeur d'Alene) and Spokane, Washington; Draper and Ogden, Utah; and Las Vegas and Reno, Nevada test centers have LiveScan equipment for digital fingerprinting.** You must pay the fingerprint fee at the time you make your appointment – no payments can be accepted at the test center. Use your full legal name when you make an appointment.

**NOTE:** The exam appointment is separate from the fingerprint appointment. If you are also taking the licensing exam, make your exam appointment first and wait for confirmation of your exam reservation before making your fingerprint reservation. The Commission encourages you to test at one of the above test centers, if possible, where you can be fingerprinted at the same time you take your license exam.

2. If you cannot be fingerprinted at one of the above Pearson VUE test centers, contact IREC to obtain a fingerprint card packet, including a pre-addressed envelope and instructions on how to submit your fingerprints for processing on a paper fingerprint card. You may be required to pay an additional charge directly to the agency taking your fingerprints. Fingerprint cards must be submitted within 60 days of the date the prints are taken. All fingerprint cards mailed to IDEMIA are scanned and transmitted electronically to Idaho State Police for processing.

Mail your completed fingerprint card and the fingerprint fee directly to: **IDEMIA CARDSCAN DEPARTMENT, 6840 CAROTHERS DRIVE STE 650, FRANKLIN, TN 37067-9929, ATTN: Idaho Real Estate.** DO NOT SEND FINGERPRINT CARDS OR THE FEE TO IREC. Failure to submit your fingerprint card exactly as instructed will result in a rejection of your fingerprints, and you will be required to start over. Payment must be made out to IDEMIA.

3. The results of your background check are **usually** returned to IREC within 7-21 days for LiveScan fingerprints and 3-6 weeks if you mail a fingerprint card to IDEMIA. To view the status of your fingerprints, register a user name and password at <http://irec.idaho.gov> and log in to your IREC account. Results will not be given over the phone. It is your responsibility to verify your own fingerprint results through the IREC online services; no notice will be sent.

**Do not contact Idaho State Police, Pearson VUE, or IDEMIA about the status of your fingerprints. If your results are not received within the above time periods, contact IREC for assistance.**

**NOTE:** You have 6 months to submit your license application from the date your fingerprints are approved ("Res-OK"). No extensions will be given.

4. If your fingerprints are rejected as unreadable, the Commission will notify you with instructions on how to submit 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.
5. If you have ever had a felony or disqualifying misdemeanor conviction, you must make a written request for and obtain an exemption from the Commission before you can be licensed. Please contact the Real Estate Commission for assistance in requesting an exemption.

The following guidelines will assist in expediting your fingerprint approval:

- a. **Read and follow all instructions precisely.**
- b. Make sure your hands are very clean when you are fingerprinted. Oil or grease on the fingertip may result in an illegible or rejected fingerprint.
- c. If you have an injury to a fingertip, ask the official taking the fingerprints to note this on your card.
- d. Provide all other names ("aliases") you have ever used, including maiden names.

If you have your fingerprints taken at one of the test centers listed in paragraph #1, 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 Fingerprint Cards

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

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 or rejection of your fingerprints, which will delay your licensure.

- (1) **NAME:** Print or type your full legal 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 IDEMIA. 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.**

<p><b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small></p> <p>FD-258 (REV.3-1-10) 1110-0046</p>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK	FBI	LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED (2)	(1)	LAST NAME NAM FIRST NAME MIDDLE NAME		
RESIDENCE OF PERSON FINGERPRINTED (3) MAILING ADDRESS	(8)	ALIASES AKA	OR I ID920050Z ID REAL ESTATE COMM BOISE, ID	DATE OF BIRTH DOB Month Day Year (21)
DATE (4)	(10)	CITIZENSHIP CTZ (9)	SEX (15)	RACE (16)
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (5)	(11)	YOUR NO. OCA	HGT (17)	WGT (18)
EMPLOYER AND ADDRESS (6)	(12) OR PHONE NO.	FBI NO. FBI	EYES (19)	HAIR (20)
REASON FINGERPRINTED (7)	(13)	ARMED FORCES NO. MNU	PLACE OF BIRTH (22)	POB
	(14)	SOCIAL SECURITY NO. SOC	LEAVE BLANK	
		MISCELLANEOUS NO. MNU	CLASS _____	
			REF. _____	