



## APPLICATION FOR DETERMINATION OF LICENSING ELIGIBILITY

### INSTRUCTIONS

- First-fill out the Commission Pre-Registration form online at [arec.alabama.gov/apps/preregistration](http://arec.alabama.gov/apps/preregistration) to receive a user identification number.
- Second-complete this form in full and submit it to the Alabama Real Estate Commission.
- Third-submit to a fingerprint-based federal and state criminal background check, mandated by Ala. Code Act 2016-322, by working with the Commission's processor, Gemalto Cogent. See the procedures related to obtaining fingerprint-based criminal history records information which accompany this form.
- IMPORTANT!** The Determination of Licensing Eligibility will not proceed until the Commission has received and reviewed both this form from the applicant and the criminal history record information from Gemalto Cogent. Applicants must take care to coordinate the submission of this form and the submission of their fingerprints. **The criminal record information will come to the Commission directly from Gemalto Cogent and will only be available to the Commission for 30 days;** therefore, we recommend that applicants submit this form (by mail or in-person) to the Alabama Real Estate Commission on the **same day** that they go to a fingerprinting site to be scanned.

Complete this form online and print it for submission OR print the form and complete it in blue or black ink.

- Full Name  Mr.  Mrs.  Ms. \_\_\_\_\_ Home Phone \_\_\_\_\_  
(check one)
- Commission-assigned User Identification Number \_\_\_\_\_
- Residence Address (physical location) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Presently Employed By \_\_\_\_\_ Phone \_\_\_\_\_
- Date of Birth (Month/Day/Year) \_\_\_\_\_ Each applicant must be at least 19 years of age.
- A. Have you ever made application for a real estate license to this or any other Real Estate Commission prior to this application?  Yes  No  
Was license granted?  Yes  No If no, attach an explanation on a separate sheet of paper.  
B. Has a real estate license held by you ever been revoked or suspended?  Yes  No If yes, attach an explanation on a separate sheet of paper.
- HAVE YOU EVER BEEN:
 

(a) Arrested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(d) Fined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) Indicted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(e) Imprisoned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) Convicted of a Criminal Offense?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(f) Placed on Probation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes to any of the above, provide an explanation and details, including dates, offenses and disposition.  
Additionally, attach any related documents you may have for these.

### KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, am licensed by or registered with and/or an applicant for licensure by or registration with the state of Alabama Real Estate Commission, hereinafter called AREC, which said entity is charged by law with ascertaining that persons engaged in the real estate business are trustworthy, bear a reputation of honesty and truthfulness, and have not been convicted of a felony or any criminal offense involving moral turpitude. The premises considered, I do hereby voluntarily and knowingly expressly waive and relinquish any and all rights, created by or growing from any state of federal law related to or dealing with the right to privacy and/or the confidentiality of any governmental records, files, or information pertaining to me, to which, except for this waiver, I would be entitled. This waiver is specifically intended to protect the Alabama Law Enforcement Agency, hereinafter called ALEA, and any other governmental entity which may provide information about me to the AREC. I hereby expressly authorize ALEA to release and provide to AREC any and all information, records, or files pertaining to me and the same shall not be restricted to records which indicate a final conviction of a criminal charge. Finally, in further consideration of the premises, I agree for myself, my heirs, executors, and administrators, that no suit, claim, or legal action of any kind will ever be brought against any ALEA officials or personnel for having provided AREC with any files, records, or data pertaining to me.

Legal Signature of Applicant \_\_\_\_\_ Dated \_\_\_\_\_



## PROCEDURES RELATED TO FINGERPRINT-BASED CRIMINAL HISTORY RECORDS INFORMATION

- Applicants requesting approval of eligibility to obtain an Alabama real estate license must first fill out the Commission Pre-Registration form found online at [arec.alabama.gov/apps/preregistration](http://arec.alabama.gov/apps/preregistration) to receive a user identification number.
- To proceed with fingerprinting, follow the instructions for fingerprint scanning and processing found on Gemalto Cogent's website at [www.aps.gemalto.com](http://www.aps.gemalto.com). The Commission can only utilize fingerprints processed through Gemalto Cogent. We cannot accept fingerprints completed for any reason outside of pursuing a real estate license from the Alabama Real Estate Commission. The fingerprints will be utilized to conduct a federal and state criminal background check per 34-27-32 Code of Alabama.
- Non-resident applicants who cannot come to Alabama to be fingerprinted must contact the Alabama Real Estate Commission and request a set of fingerprint cards. Upon receiving the cards in the mail, non-residents must have their prints professionally rolled then submit them to Gemalto Cogent. Follow the instructions on Gemalto Cogent's website at [www.aps.gemalto.com](http://www.aps.gemalto.com). **Use of fingerprint cards is only for non-residents who cannot come to Alabama to have their fingerprints scanned.**
- The applicant is notified that he/she may challenge or appeal any portion of his/her own Criminal History Record Information (CHRI) that he/she believes to be incomplete or inaccurate by contacting the Records & Identification Division within ALEA 334-353-4340.
- Certain determinations, such as employment, licensing, and security clearances, may be predicted on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
- Applicants must fill out a registration form at [www.aps.gemalto.com](http://www.aps.gemalto.com) and receive a Gemalto Cogent I.D. number to take to the fingerprinting/scanning site of their choosing. An extensive list of all fingerprinting sites and hours of availability is kept up to date on Gemalto Cogent's website.
- **Your criminal history information will go to the Commission directly from Gemalto Cogent and will only be available to the Commission for 30 days, therefore, you should plan to send the Application for the Determination of Licensing Eligibility to the Alabama Real Estate Commission at the same time you have your prints scanned at a Gemalto Cogent location.**
- The applicant will be asked to submit a registration fee for the background check. Follow the instructions on Gemalto Cogent's website at [www.aps.gemalto.com](http://www.aps.gemalto.com) for proper forms of payment.
- At the scanning site, applicants will be required to supply their Gemalto Cogent I.D. number, and proper I.D. See instructions on Gemalto Cogent's website at [www.aps.gemalto.com](http://www.aps.gemalto.com) in this regard. Occasionally, there is trouble with the fingerprint image, should that occur you will be contacted by Gemalto Cogent and required to submit another set of prints. One re-scan is done free of charge.

## WHAT'S NEXT?

- After reviewing both the Application for Eligibility and the Criminal History Record Information, a member of the Commission's staff will contact you to discuss any further steps that may be necessary.