

**NEBRASKA REAL ESTATE COMMISSION**  
**Application for License as a Real Estate Salesperson**

This form is for the use of an individual and must be personally prepared by the applicant.  
 Every question must be answered or application will be returned for completion.

**Fees Not Refundable**

<b>Application and Examination Fee:</b>	<b>Fees for those qualifying Through License Recognition:</b>
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**A RECENT PASSPORT TYPE PHOTO MUST ACCOMPANY THIS APPLICATION.**

**INSTRUCTIONS**

**Please note: Jurisdiction as used in this application means a state, district, or territory of the United States, a province of Canada or a foreign county, or a political subdivision of a foreign country, which has implemented and administers laws regulating the activities of a real estate licensee.**

**Please print in ink or use a typewriter in completing this application. If additional space is needed in answering any questions, use a separate sheet of paper and indicate the number of the question to which the information applies. Return completed application and all fees to the Nebraska Real Estate Commission, P.O. Box 94667, Lincoln, NE 68509-4667.**

**In compliance with the provisions of the Nebraska Real Estate License Act, I hereby make application for a license authorizing me to engage in the business of a Real Estate Salesperson, and in support of this application make the following statements:**

1. Full Legal Name (Last, First, Middle)	Social Security Number
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2. a. Name under which you intend to do business, if different from Full Legal Name above.

b. List all other names by which you have been known (maiden name, prior married name, nicknames, etc.)

3. Full Residence Address (Street, City, Jurisdiction and Zip Code) A post office box can only be used if accompanied by a full street address or full rural route address.	County (Nebraska Residents Only)
	Daytime Telephone Number (include area code) (    )
E-mail address	Residence Telephone Number (include area code) (    )

Preferred Method of Contact: This is how you will receive communications from the Commission.

Mail     Email     Both

4. List all prior residences for the past three years. Street Address	City	Jurisdiction	Dates of Residence
a.			From: To:
b.			From: To:
c.			From: To:

5. Date of Birth (Month, Day, Year)	Place of Birth	6. Spouse's Name (if applicable)
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**FOR OFFICE USE ONLY**

Date FPC Mailed or Given to Applicant \_\_\_\_\_ License Recognition Jurisdiction \_\_\_\_\_

App Date \_\_\_\_\_ Sent Check Letter \_\_\_\_\_ Sent App Receipt \_\_\_\_\_ Application: Scanned \_\_\_\_\_ / Attached \_\_\_\_\_

7. Give below the places where you have been engaged in any kind of business or vocation, stating the nature of the business, your employer, his/hers/its address, position you held and the length of time you held such position, accounting for the entire period of the last three years. If self-employed, homemaker, student or unemployed during this three-year period, include as part of employment.

7a. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To
7b. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To
7c. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To
7d. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To
7e. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To
7f. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To
7g. Business Name, Address (Street, City, Jurisdiction, Zip Code) and Phone Number.	Nature of Business		
	Position Held	From	To

8a. Have you ever **applied** for a license to, **or been licensed by**, ANY real estate regulatory body in this country or any other country or any political subdivision of either, i.e. state, province, city, etc., authorizing you to engage in any real estate activities? If yes, give the name and address of the regulatory body, type of license, and dates of licensure. If additional space is needed, please use a separate sheet of paper.  Yes  No

Regulatory Body's Name	Type of License
Regulatory Body's Address	Dates of Licensure:
	Original Issue Date:
	Expiration Date:

b. Have you ever had an application rejected, or your license suspended or revoked? If yes, explain fully giving exact dates, places and full details of such rejection, suspension or revocation.  Yes  No  NA

9a. Have you ever **applied** for a license to, **or been licensed by**, ANY agency in this country or any other country or any political subdivision of either, i.e. state, province, city, etc., authorizing you to engage in **any** profession or occupation other than real estate? If yes, give the name and address of the agency, type of license, and dates of licensure. If additional space is needed, please use a separate sheet of paper.  Yes  No

Regulatory Body's Name	Type of License
Regulatory Body's Address	Dates of Licensure:
	Original Issue Date:
	Expiration Date:

b. Have you ever had an application rejected, or your license suspended or revoked? If yes, explain fully giving exact dates, places and full details of such rejection, suspension or revocation.  Yes  No  NA

10. Have you been involved in any lawsuits, **other than** small claims court cases, domestic relations court cases, automobile court cases, or traffic court cases, either as plaintiff or defendant, during the past three years, or are there any such lawsuits pending at the present time? If yes, give full details including exact dates, places, parties, disposition, etc.  Yes  No

11. Have you ever been convicted of any misdemeanor or felony offenses, or is there any such charge now pending against you? If Yes, give full details including dates, places and disposition for each charge. **(Even though a criminal background check is being completed, applicants must answer this question completely.)**

11a. Offense:

Date of Offense:	City and State where offense occurred:
Status of Offense: <input type="checkbox"/> Pending OR <input type="checkbox"/> Convicted	If convicted, please list all penalties and if sentence completed.
Penalty:	Sentence Completed: <input type="checkbox"/> YES <input type="checkbox"/> NO (include fines, jail time, probation, parole and restitution)

11b. Offense:

Date of Offense:	City and State where offense occurred:
Status of Offense: <input type="checkbox"/> Pending OR <input type="checkbox"/> Convicted	If convicted, please list all penalties and if sentence completed.
Penalty:	Sentence Completed: <input type="checkbox"/> YES <input type="checkbox"/> NO (include fines, jail time, probation, parole and restitution)

If additional space is needed, please use a separate sheet of paper.

### PHOTOGRAPH

Each application for an original license must be accompanied by a picture of the applicant. The photo must be of the applicant only head and shoulders, no smaller than 2"x2", and taken within the past year. Snapshots and digital photographs are acceptable if they meet these criteria. Copies of Driver's Licenses or Passports will not be accepted.

Photograph attached **OR**

Photograph submitted separately via online applicant portal (preferred), or mail, email or personal delivery. email: realestate.commission@nebraska.gov

### FINANCIAL INFORMATION

Bankruptcies:  None  Yes If Yes, provide the following:

Date of Filing:	Location Filed:	Date of Discharge:
Date of Filing:	Location Filed:	Date of Discharge:

If additional space is needed, please use a separate sheet of paper. If you are unaware of the dates, please contact the US Bankruptcy Court Clerk at: 402-437-1625 or by setting up a PACER account at: <https://www.uscourts.gov/court-records/find-case-pacer>

### EDUCATIONAL BACKGROUND

Give name and location of high school or institution issuing G.E.D. certificate. Copies of diplomas are required for those graduating with a G.E.D. or evidence of participation or enrollment in a home school program from the Department of Education. **If a foreign high school graduate, equivalency must be evidenced by supplying a transcript from a U.S. college or university OR a document-by-document evaluation report from a National Association of Credential Evaluation Services (NACES) member organization. Select one of the following:**

High School I graduated from - NAME:

LOCATION: City State

OR

Attached High School Equivalency Diploma/G.E.D. or foreign equivalency documentation

OR

Document will be submitted separately via online applicant portal (preferred) or mail/fax/email/personal delivery. Email to: realestate.commission@nebraska.gov

### STATUTORY EDUCATION

I have successfully completed, or will complete prior to being approved for the examination, the required number of real estate courses approved by the Nebraska Real Estate Commission, consisting of a minimum of two 30 hour classes and the 6 class-hours in Developing Professional Conduct and Ethical Practices - Course #0003. Courses taken through an approved provider will submit the course verification to the Commission office electronically within 10 days, however, verify with the provider their procedures for doing so. Please select one of the following options:

Applying for License Recognition -

Must complete the Nebraska License Law Course #0604R. (Upon completion, the education provider will send course completion verification electronically to the Commission office.

Required Courses - Prior to being authorized to sit for the examination, the Commission will need one of the following:

Verification sent electronically to the Commission offices by the education provider (check with the provider regarding this verification)

If provider does not report electronically to the Commission office, an official, certified transcript to be mailed or emailed directly to our office from the college or university where the courses were taken. Email to: realestate.commission@nebraska.gov

For Non-Nebraska Approved Courses: attached course syllabi or timed agendas for completed courses taken in another jurisdiction or for another license and am requesting the Commissions review to see if the course(s) will qualify for a portion of the Nebraska Resident Pre-License Education requirement.

**ATTESTATION OF CITIZENSHIP**

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

\_\_\_\_\_ I am a citizen of the United States OR  
\_\_\_\_\_ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number  
are as follows: \_\_\_\_\_, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

\_\_\_\_\_  
Print Name (First, Middle, Last) SIGNATURE DATE

**NOTICE OF RIGHTS CONCERNING BACKGROUND CHECK**

By signing this application I hereby authorize the Nebraska Real Estate Commission to access and review the Nebraska and FBI national criminal history records that may pertain to me. I understand that I am able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I can then freely disclose any such information to whomever I choose. By signing this application, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Real Estate Commission for real estate license issuance purposes.

I understand that, upon request in person and with proper identification, the Real Estate Commission will provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. Information on how to challenge the federal report can be found at FBI.gov. To challenge my Nebraska state record, I must contact the Nebraska State Patrol Criminal Identification Division. I may obtain a prompt determination as to the validity of my challenge before the Real Estate Commission makes a final decision about my status as a real estate licensee. **Upon issuance of the real estate license, background reports are destroyed and no longer available.**

**STATEMENT OF APPLICANT**

By choosing to complete and submit this Application, I understand that any false information will be sufficient reason for rejection of my application. I further understand that any false information contained in this Application may be a basis for revoking or suspending a license, if granted.

Submission of this Application will serve as authorization to release any and all information recorded on or attached with this application for licensing purposes to any state, federal, or other governmental investigative agency in this or any other country or political subdivision thereof.

Submission of this Application means I expressly agree that the Nebraska Real Estate Commission reserves the right to go outside this Application for information as to my trustworthiness and competency to act as a Real Estate Salesperson in the State of Nebraska.

Submission of this Application authorizes any governmental agency, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, association, or educational institution, in this or any other country or political subdivision thereof, to furnish to the Nebraska Real Estate Commission, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact the business of a Real Estate Salesperson in such manner as to safeguard the interest of the public and answer any and all questions that may be asked and herewith hold such persons harmless for giving any and all information within their knowledge or records. Such information may include, but is not limited to, records of arrest for criminal offenses, the circumstances involved in any such arrest, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for any such license, and the reasons for such suspension, revocation, or rejection.

Submission of this Application verifies that the statements herein are true, made for the purpose of procuring a Nebraska Real Estate Salesperson's License and will be relied upon as true by the Commission in reviewing and acting on this Application. I hereby consent that these statements may be used as evidence by the Real Estate Commission of the State of Nebraska or in any court in Nebraska where a violation of the said Real Estate Law is claimed, and that the application and representations made by me in order to procure a Real Estate Salesperson's License and the statements herein made to said Real Estate Commission may at any time be used in evidence.

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Print Name (First, Middle, Last) SIGNATURE DATE