



# Nebraska Real Estate Commission

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## PROCEDURES RELATED TO REQUIRED CRIMINAL BACKGROUND CHECKS

**AN APPLICATION FOR REAL ESTATE LICENSURE MUST BE IN THE COMMISSION OFFICE PRIOR TO THE APPLICANT PURSUING THE CRIMINAL HISTORY REPORT.** The Nebraska Real Estate License Act requires all applicants for original licensure as a real estate salesperson or broker to undergo a criminal background check utilizing fingerprints. This includes both resident and nonresident applicants.

### **IMPORTANT INFORMATION**

Your application will not be considered complete until all required materials are supplied to the Commission including the criminal background report. It is currently taking four to six weeks, on average, after submitting your fingerprints for the report to be received by the Commission.

### **Non-Residents or those using a law enforcement agency other than the Nebraska State Patrol:**

- **Who:** If you are a non-resident, we will mail and attach two fingerprint cards to these instructions upon receipt of your application. Please follow these recommended procedures to submit **both** completed cards.
  - **NOTE:** If you are a Nebraska resident who is not using the Nebraska State Patrol you must contact us to request the fingerprint cards. They will not be automatically sent to you.
- **Cards:** Applicants **MUST** utilize a law enforcement agency to have their prints captured onto the cards so that they are readable. Fingerprints may be rolled on these cards or scanned at the site. **Even if scanning, these cards MUST be taken to the site as they provide the coding necessary to route the report to the Commission.** Bring some form of personal identification to your appointment. Do not fill out the fingerprint cards until you are at the fingerprinting location and assisted by the fingerprint tech. **The name used on the cards must be the same name used on the license application. Please note that references to numbers other than your social security number are not applicable and may be disregarded. All other information is required. See [State Patrols Fingerprinting Best Practices](#).** After rolling or scanning the prints, information should be checked to be certain that all signatures are supplied and that all information is filled out and readable.
- **Mail the Cards & Fee:** You may be charged a separate fee for processing the fingerprints and a Livescan machine may not be available. You will be responsible for seeing that the prints get sent to the address below along with the \$55.00 fee (Effective September 1, 2026, the fee will be \$80). If necessary to mail, place payment and prints in a stamped envelope, large enough to accommodate the prints without being folded, addressed to:  
**Nebraska State Patrol-CID**  
**4600 ovation Drive**  
**Lincoln, NE 68521**
  - **NOTE:** Request the fingerprint technician put the prints in the envelope and mail them for you. **If the technician will not mail the envelope for you, you will be responsible for mailing it yourself and should do so immediately.**

### **Nebraska Residents and those using Nebraska State Patrol - complete the following.**

#### **NOTE: You will not be mailed fingerprint cards.**

Nebraska State Patrol sites will use a Livescan machine, which provides better images, to gather prints and will not charge a separate fee for scanning. Nebraska State Patrol office locations and hours available to capture fingerprints are as follows:

#### **Lincoln:**

4600 Innovation Drive  
M-F, 8:00 am-4:00 pm  
**Call for appointment: (402)479-4971 or schedule online at:**  
<https://www.nebraska.gov/apps-nsp-appointment-calendar/schedule/index>

#### **Grand Island:**

3431 Old Potash Highway  
Tuesday 9:00 am-4:00 pm; Wednesday 8:30 am-4:00 pm; Thursday 9:00 am-1:30 pm  
**Call for appointment: (308)385-6000**

#### **North Platte:**

300 W South River Rd  
Monday-Thursday, 8:00 a.m. – 4:00 pm  
**Call for appointment: (308)535-6604**

#### **Omaha:**

7200 World Communications Drive  
M-F, 8:00 am-4:00 pm  
**Call for appointment: (402)331-3333 or schedule online at:**  
<https://www.nebraska.gov/apps-nsp-appointment-calendar/schedule/index>

#### **Norfolk:**

1401 West Eisenhower Avenue  
Monday-Thursday, 8:30 a.m. – 4:00 pm  
**Call for appointment: (402)370-3456**

#### **Scottsbluff:**

4500 Avenue I  
Monday & Thursday, 9:00 am-4:30 pm  
Tuesday & Wednesday 8:00 am-3:30 pm  
**Call for appointment: (308)632-1211**

### **REMEMBER FOR GREATEST SUCCESS:**

- Livescan machines capture best images
- Bring proper I.D.
- Confirm information is complete and readable
- Make certain all signatures are provided
- **NEBRASKA STATE PATROL PAYMENT OPTIONS:**
  - Mail the \$55.00 fee (Effective September 1, 2026, the fee will be \$80) to Nebraska State Patrol-CID, 4600 Innovation Drive, Lincoln, NE 68521
  - Put "Real Estate Background Check" in the memo section of the check
  - Pay online at [www.ne.gov/go/nsp](http://www.ne.gov/go/nsp) (there is a convenience fee charged when utilizing this payment option)