



Nebraska Real Estate Commission

PO BOX 94667
LINCOLN, NE 68509-4667

PHONE: (402) 471-2004
WEBSITE: nrec.nebraska.gov
EMAIL: realestate.commission@nebraska.gov

PRELIMINARY APPLICATION INFORMATION FOR INDIVIDUALS WITH CRIMINAL CONVICTIONS

Pursuant to Neb. Rev. Stat. §§ 84-947

1. The Preliminary Application

If you are concerned that your history might prevent you from being licensed, you can file a **Preliminary Application for Individuals with Criminal Convictions** before you even start your 96 hours of prelicense education courses.

- **Cost:** \$100 fee.
- **The Process:** You submit details of your record, and the Commission holds a Preliminary Application Informal Special Appearance.
- **Result:** The Commission shall make a determination of whether the individual's criminal conviction would disqualify the individual from obtaining a real estate license or sitting for the examination. Once the determination has been made by the Commission, a letter will be sent to you regarding their determination.
- **2. Mandatory Disclosure**

Whether you use the Preliminary Application or go straight to the full license application, **honesty is non-negotiable.**

- **What to disclose:** All felonies and misdemeanors, no matter how long ago they occurred.
- **Expungements:** Even if a conviction was expunged or set aside, Nebraska law requires you to disclose it to the NREC.
- **Pending Charges:** You must disclose any current charges that haven't reached a verdict yet.

3. The Review Criteria

The Commission doesn't just look at the "what," but also the "how" and "when." They weigh:

- **Nature of the Crime:** Financial crimes (fraud, embezzlement) and violent crimes are scrutinized much more heavily than others.
- **Time Elapsed:** How much time has passed since the offense and the completion of the sentence.
- **Rehabilitation:** Evidence that you have changed your path (steady employment, community service, and character letters).
- **Sentencing Status:** You must have completed all terms of your sentence, including parole, probation, and restitution.

4. Required Documentation

If you have a history, you must provide the following with your application:

- **Letter of Explanation:** A detailed, personal account of the events leading to the charge and what you have learned since.
- **Court Documents:** Copies of the sentencing order and proof of completion of all requirements.
- **Character References:** 3 to 6 letters from people who can speak to your current reputation and integrity.

5. Process Timeline

- **Submit Application:** Application must be on file before you can get fingerprint cards.
- **Fingerprinting:** Submit prints and fee to the State Patrol.
- **The Wait:** Background reports take **4–8 weeks** to reach the NREC.
- **The Review:** This Preliminary Application Informal Special Appearance is being conducted based on criminal conviction information provided by the individual. If the Commission finds that the individual has been convicted of subsequent criminal convictions or prior crimes not reported, the Commission may rescind the determination.

Complete the form: [Preliminary Application for Individuals with Criminal Convictions](#)

Additional References: [Guidelines for Applicants with Criminal History](#)
[Nebraska License Act – Neb. Rev. Stat. 84-947](#)

Should you have any questions regarding this process or are interested in finding out more about the procedures, please contact the Director, Joseph D. Gehrki at 402-471-2004 or

[e-mail:joseph.gehrki@nebraska.gov](mailto:joseph.gehrki@nebraska.gov)