



Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
www.grec.state.ga.us

Background Clearance Application

READ CAREFULLY: Ensure your application is complete by answering *all* questions and submitting *all* required documents the first time. Only complete applications, that contain *all* required documentation, will be accepted to begin a review. If all documentation is not included, the application is considered incomplete and will be returned to you; this will considerably delay the process. A background investigation is extensive and requires time to complete. You will be notified, in writing, when the investigative process is complete. Information CANNOT be provided by telephone.

- Attach a Georgia Criminal Information Center report (GCIC) if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.
- Attach **ORIGINAL DOCUMENTS** - (Keep a copy of all documents for your records. The original documents cannot be returned)
- DO NOT FAX** - Mail the application and all documentation to :

Investigations Section
Georgia Real Estate Commission and Appraisers Board
229 Peachtree Street, N.E., Suite 1000-International Tower
Atlanta, Georgia 30303-1605

Section A Applicant Information

Full Name

Birth Date (mm/dd/yyyy) SSN Male Female

Race: Email

Residence Address

City State Zip Code

County Residence Phone Number

Mailing Address

City State Zip Code

County Alternate Phone Number

NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

Section B Background Information

(1) I am requesting Clearance for:

Real Estate License Type

Appraiser

Both Classification Type



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(2) I am qualifying by : Examination Reciprocal Agreement

(3) If applying by examination: *(check all that apply)*

I have completed the required education coursework.

I have taken, and passed, the examination at AMP.

I have paid the license / classification fee.

I have NOT met any requirements for licensure.

(4) Have you previously held a Georgia Real Estate License and / or an Appraiser Classification? YES NO

Name: License #:

(5) Have you previously applied for a Clearance Letter from the Georgia Real Estate Commission and Appraisers Board? YES NO

When:

(6) Have you ever been denied licensure in Georgia or any other state, jurisdiction, or country? YES NO

If Yes, Explain

Section C Conviction Question

Failure to disclose any conviction, nolo contendere plea, or first offender sentence is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

YES (Documentation Attached) YES (On File at GREAB / GREC) NO

You must answer YES to this question even if:

(a) you have been pardoned for a criminal offense;

(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or

(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If yes and not on file,

(A) For **every** occurrence, provide a certified copy of the citation, accusation, information, or indictment that led to the conviction.

(B) For **every** occurrence, provide a certified copy of the sentence /final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.

(C) Provide a detailed written statement that includes:

- a) an explanation of the circumstances surrounding every conviction
- b) whether you have made any required restitution
- c) whether you have completed all conditions of your sentence
- d) whether you are on probation *(and the date it will end)*
- e) steps taken to prevent reoccurrence of the unlawful act
- f) work experience since the conviction(s)

(D) Provide three letters of character reference signed by individuals not related to you by birth or marriage that indicate:

- a) whether they are aware of your prior conviction(s)
- b) how long they have known you
- c) how they have known you (teacher, friend, work colleague, etc.)
- d) that they are aware the required job duties will allow you, access to other peoples money, confidential information, etc
- e) your current reputation in the community
- f) telephone numbers where they can be reached
- g) If a broker has agreed to hold your real estate license, one of the letters MUST be from the broker



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Section D

Disciplinary Question

(1) Have you ever been disciplined by the Georgia Real Estate Commission and Appraisers Board or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES(Documentation Attached) YES(On File at GREAB / GREC) NO

If yes and not on file,

(A) For **every** occurrence, provide a certified copy of the final order of the licensing agency that imposed the disciplinary action

(B) Any allegations that preceded the final order

(C) Provide a detailed written statement that includes:

- a) an explanation of the circumstances surrounding every conviction
- b) whether you have made required payment
- c) whether you have completed all conditions of your sentence
- d) whether you are suspended
- e) steps taken to prevent reoccurrence of the disciplinary action
- f) work experience since the disciplinary action
- g) why you should be considered in spite of the disciplinary action

(D) Provide three letters of character reference signed by individuals not related to you by birth or marriage that indicate:

- a) whether they are aware of your prior conviction(s)
- b) how long they have known you
- c) how they have known you (teacher, friend, work colleague, etc.)
- d) that they are aware the required job duties will allow you, access to other peoples money, confidential information, etc
- e) your current reputation in the community
- f) telephone numbers where they can be reached
- g) if a broker has agreed to hold your real estate license, one of the letters MUST be from the broker

Section E

Certification

I hereby authorize a representative of the Georgia Real Estate Commission and Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Commission and Appraisers Board may require additional information in order to process the application.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Applicant Signature

Date
