

Dear Candidate:

Congratulations on passing the real estate broker associate licensing exams. Following this letter is a license application for your completion. Please complete all items on the application, include all documentation requested and submit to the Commission office with the application fee of \$225. An incomplete application or an application with missing documents will be returned. Pursuant to the Administrative Rules of the Real Estate Commission, you have 60 days from the date of the exam report to file a license application. The exam score for any application received after the 60 days is void. Please allow 2 to 4 weeks to process your application.

All applicants for licensure must submit to a state and federal criminal background check. Please contact the Commission office to request a set of DCI and FBI fingerprint cards. Return these cards to the Real Estate Commission with your completed application and a separate check for \$43.25 made payable to DCI. Please be sure to sign and date the DCI fingerprint card on the back to avoid having the cards returned for signature and prolonging your application completion. For best results, complete the fingerprints at a law enforcement agency or fingerprint office.

There is now a new way for applicants to submit fingerprints electronically with the new online payment website at www.atq.sd.gov. Applicants will set up an account, enter required information, and pay for their background checks prior to being fingerprinted. A receipt (or confirmation) page will be generated, and the applicant will bring it to a local livescan agency to capture fingerprints and have them submitted electronically to DCI (AFIS). We suggest contacting the livescan agency in your area to find out more about fingerprinting services. (This option is only available to South Dakota residents.)

Upon approval of your application, you will receive an e-mail informing you that your license will remain on an inactive status until requested by a responsible broker with whom you wish to associate. If you wish to activate the license immediately, your responsible broker will need to complete the Qualifying Broker section included in this application.

Every active licensee is required to carry errors and omissions insurance. **You will need to contact the group insurance company directly at <http://www.risceo.com/states/south-dakota> to enroll in the group policy.** If you wish to enroll in another errors and omissions insurance policy, you will need to provide your certificate of coverage from your insurance company to the real estate commission prior to being issued a license.

If you will be maintaining your license on an inactive status, please keep the Commission informed of your email and mailing address so that you will continue to receive all communication from the Commission.

If you have any questions, please contact the Commission office. Thank you.

South Dakota Real Estate Commission

9. Give below the most recent place where you have been engaged in any kind of business or vocation, stating the nature of the business, your employer, their address, position you held and the length of time you held such position, accounting for the entire period of the last five years.

Employer _____ Full Address _____
Position held _____ from _____ to _____

10. Do you currently or have previously held any professional/occupational licenses, other than real estate (architect, insurance, CPA, pharmacists, etc.) in South Dakota or any other jurisdiction? Yes No
If "yes", submit details in a separate report.

11. Have any of the above licenses ever been suspended or revoked? Yes No
If "yes", submit details in a separate report.

12. List on a separate report all states in which you are now or have been licensed as a real estate salesperson, broker, auctioneer, property manager, residential rental agent, home inspector or timeshare agent. **A certification of licensure is required from the Real Estate regulatory agency in ANY jurisdiction in which you are now or have been licensed and must be submitted with your application.**

13. Have you ever been engaged in litigation, either as plaintiff or defendant, involving the sale or purchase of real estate or the payment of a commission during the past five years or are you now engaged in such litigation? Yes No
If "yes", give full details including date and name of court.

14. Are there any unpaid court judgments against you at this time? Yes No
If "yes", give date, name of court, and amount.

15. Have you ever been convicted of, pled guilty or nolo contendere to, or have any pending charges for the following: forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud, felony or misdemeanor involving moral turpitude, or other like offenses? Yes No
If "yes", explain on a separate sheet giving date, place, and full particulars and attach as part of this application.

16. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota? Yes No
If "yes", have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages?

17. Has your application for a real estate license ever been rejected, or your license revoked or suspended, in South Dakota or any other jurisdiction? Yes No
If "yes", state where giving the exact date and full details on a separate sheet.

18. Have you read and do you understand the South Dakota real estate license law as amended and the administrative rules of the Real Estate Commission? Yes No

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated 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 the 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.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

The FBI Privacy Act Statement can be found at <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>.

Applicant Notification of Procedures for Obtaining an Amendment to an FBI Record

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.