

REAL ESTATE COMMISSION

Tel: 605.773.3600 | Fax: 605.773.7175 | dlr.sd.gov/realestate

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.atg.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

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

SOUTH DAKOTA REAL ESTATE COMMISSION
Tel: 605.773.3600 Fax: 605.773.7175 dlr.sd.gov/realestate

APPLICATION FOR LICENSE TIMESHARE AGENT

To: South Dakota Real Estate Commission 217 W. Missouri Ave. Pierre, South Dakota 57501

For Commiss	sion Use Only
Receipt No.	
Exam Date	
DCI/FBI	
Approval Date/By	
_icense No.	

Every question must be answered, or the application will be returned for completion.

- ♦ Non-refundable application fee of \$225.00 must accompany application.
- ♦ Original education certification (Form 101) must accompany application.
- Errors and omissions certificate of coverage must accompany application.
- Original score reports must accompany application (mailed).
- ♦ Application must be filed within 60 days after passing the examinations.
- Completed SD and FBI fingerprint cards and separate check for \$43.25 made payable to DCI must accompany application. <u>or</u>
 - Complete an electronic fingerprint card with your local livescan agency and pay online at www.atg.sd.gov.
- Please allow 2 to 4 weeks to process your application.

In compliance with SDCL 36-21A, I hereby make application for a real estate broker associate's license. The answers provided in this application are submitted UNDER OATH. Any applicant who willfully and contrary to such oath shall state or subscribe any material fact which they do not believe to be true is guilty of perjury. In addition, registration may be refused, suspended, or revoked if the applicant has filed an application which is incomplete in any material respect or contains any statement which was, in the light of the circumstances under which it was made, false or misleading with respect to any material fact.

1.	Mr. or	Ms	First	<u> </u>			SS Number: _		
2.			First	MI	Last				
3.	Address: _		Street		City	State	Zip Code	County	
3.	Telephone	:		(where you d	an be reache	ed between	8 a.m. and 5 p.m.)	1	
4.	Date of Birt	th:		U.S. Citize	n? Yes	No			
5.	E-mail add	ress:							
6.	•	rently ho e Numbe	ld, or have you ever hel r:		eal estate li	icense?	Yes No		
7.	Firm or trac	de name	under which you expec	t to do business, o	firm with w	hom you w	vill be associated	l:	
8.	Business a	ddress:		(5	Street)				
				(3	ueel)				
		(City)	(State)	(Zip)	((County)		(Telephone)	_

	Employer	Full Ad	dress					
	Position held			_ from			to	
10.	Do you currently or h	ave previously held any	y professional/occupa	ational licens	ses, other	than real	estate (a	rchitect,
	insurance, CPA, pharn	nacists, etc.) in South Da	akota or any other juri	sdiction?	Yes	No		
	If "yes", submit details	in a separate report.						
11.	Have any of the above	licenses ever been sus	pended or revoked?	Yes	No			
	If "yes", submit details	in a separate report.						
12.	auctioneer, property mais required from the	ort all states in which yo anager, residential renta Real Estate regulatory submitted with your a	l agent, home inspectory agency in ANY jui	or or timesha	are agent.	A certifica	tion of lic	ensure
13.	Have you ever been e	ngaged in litigation, eith	er as plaintiff or defen	ıdant, involvi	ng the sal	e or purch	ase of rea	al estate
		mmission during the pas		ı now engagı	ed in such	litigation?	Yes	No
14.	• •	ourt judgments against ynne of court, and amount.	you at this time?	Yes N	0			
15.	forgery, embezzlemen conspiracy to defraud,	onvicted of, pled guilty t, obtaining money under felony or misdemeanor separate sheet giving date,	er false pretenses, co involving moral turpitu	onversion, is ude, or other	ssuing bac like offens	checks, eses?	extortion, ′es	•
16.		more in accumulated ch				Yes ment of tho	No se arreara	ges?
17.	or any other jurisdiction	r a real estate license ev n? Yes No iving the exact date and fu			evoked or	suspended	I, in South	Dakota
18.	Have you read and do	you understand the So e Commission? Yes		te license la	w as amei	nded and t	he admin	istrative

The foregoing statements are made for the purpose of procuring a South Dakota real estate broker associate's license. I hereby consent that these statements may be used as evidence by the Real Estate Commission of the State of South Dakota, or in any court in South Dakota where a violation of the said Real Estate Law is claimed.

I also expressly acknowledge that the South Dakota Real Estate Commission has the right to further investigate the responses contained in this application. I hereby authorize and grant the Commission the right to conduct a state and federal criminal background check by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation and to enlist a consumer reporting agency to furnish the Commission with a consumer report reflective of the nature and extent of any current or unpaid judgments, if any, as all of same are intended to provide the Commission with accurate information regarding my trustworthiness and competency to act as a real estate licensee in the State of South Dakota.

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature	Signature of Applicant						
Must be Completed by Qualifying Broker for Activation of License (not required if license will remain inactive accept the responsibility for the actions of the above licensee and give consent for licensee to do business with the company listed below: (If the above licensee was previously associated with another firm, please include a fee of \$15. This section must be completed by the qualifying broker and either mailed or emailed to our office.							
Firm License #	Firm	Phone #					
City	State	Zip Code					
	r Activation of License (not request above licensee and give consent as previously associated with ano equalifying broker and either mails	r Activation of License (not required if license to a above licensee and give consent for licensee to as previously associated with another firm, please qualifying broker and either mailed or emailed to					

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.