



# 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  
Email: greccmail@grec.state.ga.us

## Background Clearance Application

**READ CAREFULLY:** Please ensure that your application is complete and that you have answered **all** questions and included **all** required documents. Only complete applications will be accepted to begin a review. If all documentation is not included, the application is considered incomplete and will be returned to you by mail, which may 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. Once an application is complete, the original documents cannot be returned.
- DO NOT FAX** - Mail or deliver the application and all documentation to :  
Investigations Section  
Georgia Real Estate Commission & Appraisers Board  
229 Peachtree Street NE, Suite 1000 - International Tower  
Atlanta, Georgia 30303-1605

## Section A Applicant Information

Name:

Birth Date:

SSN:

Male  Female

Race:

Email:

Residence Address:

City:

State:

Zip Code:

County:

Phone Number:

Mailing Address:

City:

State:

Zip Code:

County:

Alt 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.



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## Section B Background Information

(1) I am requesting Clearance for:  Real Estate  Appraiser  Both

License Type:

Classification Type:

(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 all 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

If YES, when:

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

If Yes, Please Explain

## Section C Conviction Question

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

**ATTENTION:** If you have a **single felony conviction** or **crime of moral turpitude conviction**, you are ineligible to apply for a license until **2 years** have passed since the completion of all term and conditions of any sentence.

If you have **multiple felony convictions** or crimes of moral turpitude convictions, you are ineligible to apply for a license until **5 years** have passed since the completion of all terms and conditions of any sentence.

Additionally, an applicant for licensure as a **Broker or Associate Broker** may be licensed as such only if **10 years have passed** since the later of the conviction, sentence or release from incarceration.

(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) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?  YES  NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for the 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, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND 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.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding every conviction
  - 2) whether you have made any required restitution
  - 3) whether you have completed all conditions of your sentence
  - 4) whether you were on parole or probation (*and the date it ended*)



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## Section D

## Disciplinary Question

(1) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

(2) Have you ever been disciplined by 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  NO

**If you answered "YES" to question (2), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.  
(B) Provide a **detailed written statement** that includes:
- 1) an explanation of the circumstances surrounding the disciplinary action
  - 2) whether you have made any required payment
  - 3) whether you have completed all conditions of your disciplinary action
  - 4) whether your license is currently suspended or revoked

## 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 on 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 me to provide additional information in order to process the application.

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

Applicant Signature:

Date: