

KREC Application Checklist

Sales Associate - Inactive (formerly known as escrow) applying through License Recognition. Applicant MUST hold an active sales associate license in good standing in another state.

All of the following requirements must be met for licensure. There are no exceptions. Failure to comply with these requirements will void the application, and you will be required to retake the exam and/or redo the national criminal history check.

- Original application completed and signed by the principal broker and applicant; Applicants will receive the application from the testing provider after passing the exam.
- Certification of Licensure from the other state(s) must be attached; A copy of the license is not acceptable.
- Check for \$60 made payable to the Kentucky State Treasurer for license application.
- National Criminal History Check (original); *
The report must be on file with the KREC or attached to the application and cannot be more than 90 days old at the time the application is submitted.
- If the applicant is not a Kentucky resident, a "Consent to Jurisdiction and Service of Process" form must be attached.

Please allow KREC three to seven business days after receiving all required items, including the national criminal history check to process the application. In the event of a legal issue with the criminal background check the time to process may be longer.

***PLEASE NOTE:**

- **The national criminal history check must be requested prior to scheduling the exam and expires 90 days from the date it is issued.**
- **Once you have completed the exam, you will only have 60 days to apply for your license.**