

THE KENTUCKY REAL ESTATE COMMISSION (the “KREC”)

Instructions on obtaining your FBI Background Report

Individuals planning to apply for a Kentucky real estate license must request a copy of their identification record (“FBI Background report”) **prior** to taking the licensure examination, pursuant to 201 KAR 11:430. Failure to do so will void the exam.

Step 1: From the KREC’s website (www.krec.ky.gov), click “Licensing” on the home page. Go to “FBI Report Requirements” and click “Overview” to access the “FBI Report” page.

Step 2: From the “FBI Report” page, click the “FBI Fingerprint Card & Instructions” link located under “The Resources.” Print and follow all of the instructions to request your FBI Background report from the Kentucky State Police (“KSP”). You **MUST** include ORI Number **KY920229Z** and state your reason fingerprinted as “**KRS 324.045 Real Estate License.**”

Step 3: Take the FBI Fingerprint Card & Instructions with you to be fingerprinted, because it contains required information. Please contact the local police station or sheriff’s office trained to do fingerprinting in your area for more information on their hours of operation and any fees you may have to pay.

Step 4: Submit your fingerprint card along with the processing fee of \$32.00 to the KSP.

Step 5: Schedule your licensure examination with PSI. You can find instructions for this on our website. Click “Licensing” on the home page. Go to “New Applicants” and click “Candidate Testing Information.”

Step 6: AFTER three (3) weeks following the submission of your fingerprints to the KSP, you **MUST** contact the Commission to verify if your report is received, because contact information is not provided from the KSP and the KREC cannot contact you. You may email Michelle Gary at michelle.gary@ky.gov to verify if your FBI Background report has been received and approved.

IMPORTANT!

- FBI Background reports expire six (6) months after the report date of issuance.
- If you have an unexpired original FBI report you may submit it, along with your application and all other required materials, in lieu of obtaining new report. – COPIES WILL NOT BE ACCEPTED.
- You have sixty (60) days to apply after successfully passing the exam – NO EXCEPTIONS will be made if your FBI Background report is not back in time.
- The KREC will not issue a license without a valid FBI report.