

Criminal Background Check (CBC) Identity Verification Form Instructions

Please read the instructions below carefully and contact the AREC with any concerns or questions. Failure to follow the correct procedures will delay the processing of your application and our receipt of your background check results.

- Fill out all the required information on the Criminal Background Check Identity Verification (CBC) Form and submit it with your application. The application and this form will need to be submitted to the AREC and processed **BEFORE** going and getting fingerprinted.
- Once the AREC receives and processes your application and completes the state background check, you will receive a Background Payment Confirmation Form with a **Transaction Control Number** from the AREC via email or mail.
- You will take a printed copy of the Background Payment Confirmation Form to an appropriately trained Fingerprint Harvester/Live Scan Operator to **have your fingerprints taken** and they will use the transaction number provided by the AREC to ensure that your background check results are returned to the AREC. The fingerprint harvester may charge their own independent service fees to capture your fingerprint submission.
- Once fingerprinted, have the person that took your prints **fill** out the "Fingerprint Harvester/Live Scan Operator Information" portion of the Background Payment Confirmation Form. They will return the form to you, and you will be responsible for **returning** the Background Payment Confirmation Form to the AREC with the Harvester/Live Scan Operator Information completed. You can email, fax, or mail this completed Background Payment Confirmation Form to the AREC.

NOTES:

- The transaction number that is provided is specific to you and is directly tied to the state background check run on your behalf by the AREC. It cannot be used to run a background check for any other type of state licensure, and we cannot accept the background check results run by any other agency. Background checks must be run through the AREC for AREC issued licenses.
- **DO NOT CONTACT the Fingerprint Harvester, Arkansas State Police, or the FBI** about the status of your criminal background check. Those agencies will notify the Arkansas Real Estate Commission. The average processing time for the AREC to receive the results of your backgroundcheck is **three weeks from the time that your fingerprints are submitted.**
- **Out of State Applicants:** If you are an out of state applicant you will only be able to submit an FD-258 fingerprint card. Please contact the AREC with any questions.



Arkansas Real Estate Commission
 Mailing Address: 612 S. Summit, Little Rock, AR 72201
 Telephone (501)-683-8010 Fax (501)683-8020
 Website: <http://www.arec.arkansas.gov>

Criminal Background Check (CBC) Identity Verification Form

APPLICANT INFORMATION (Please fill out all the fields below and send to the AREC with your application):				
Full Name:				
	Last	First	Middle	Maiden / All Other Married Names
Social Security #:		Date of Birth:		State of Birth:
Sex:	Race:	Height:	Weight:	Eyes: Hair:
Driver's License #:		State of Issuance:		Citizenship:
Residential Address:				
	Street Address		City	State Zip
I understand that my personal information and fingerprints submitted by agency are used to search against criminal identification records from both Arkansas Crime Information Center (ACIC) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the Arkansas Real Estate Commission, 612 South Summit Street, Little Rock, Arkansas, 72201-4740. I further understand ACIC and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above.				
Signature of Applicant			Date	

Privacy Act Statement

Privacy Act of 1974, 5 USC § 552a

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.

Initial: _____
 Date: _____