

FINGERPRINT INSTRUCTIONS

IDAHO REAL ESTATE COMMISSION

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Idaho Code 54-2012(1)(j) and 54-2012(2)(c) require salesperson and broker license applicants to be fingerprinted to determine qualification for licensure. By submitting your fingerprints for consideration of real estate licensure, you acknowledge receipt of the [Idaho State Police Noncriminal Justice Applicant Privacy Statement](#). If IREC needs more information to consider your qualification for licensure, a copy of your criminal history information (if any) may be sent to the address you provide at the time you submit your fingerprints.

The fee is \$61.25

1. Make an appointment for digital (LiveScan) fingerprinting at selected Pearson VUE test centers at <https://pearsonwest.ibtfingerprint.com/> or by calling Idemia (formerly L-1 Identity Solutions) at (866) 761-8069 Monday through Saturday 9:00 a.m. to 6:00 p.m. (*Mountain time*). **The Idaho test centers (Boise, Twin Falls, Pocatello, and Coeur d'Alene) and Spokane, Washington test centers have LiveScan equipment for digital fingerprinting.** You must pay the fingerprint fee at the time you make your appointment – no payments can be accepted at the test center. Use your full legal name when you make an appointment.
NOTE: The exam appointment is separate from the fingerprint appointment. If you are also taking the licensing exam, make your exam appointment first and wait for confirmation of your exam reservation before making your fingerprint reservation. The Commission encourages you to test at one of the above test centers, if possible, where you can be fingerprinted at the same time you take your license exam.
2. The results of your background check are **usually** returned to IREC within 7-21 days for LiveScan fingerprints and 3-6 weeks if you mail a fingerprint card to IDEMIA. **To view the status of your fingerprints, register a user name and password at <http://irec.idaho.gov> and log in to your IREC account.** Results will not be given over the phone. It is your responsibility to verify your own fingerprint results through the IREC Online Services; no notice will be sent.
Do not contact Idaho State Police, Pearson VUE, or IDEMIA about the status of your fingerprints. If your results are not received within the above time periods, contact IREC for assistance.
NOTE: You have 6 months to submit your license application from the date your fingerprints are approved ("Res-OK"). No extensions will be given.
3. If your fingerprints are rejected as unreadable, the Commission will notify you with instructions on how to submit a new set of fingerprints at no additional charge. If your fingerprints are returned twice as unreadable, ISP will forward your fingerprints to the FBI for a national name screening. This separate FBI screening will take an additional 3 to 6 weeks.
4. Not have been convicted or completed any sentence of confinement for or on account of any misdemeanor involving fraud, misrepresentation or dishonest or dishonorable dealing, in a state or federal court, within five (5) years immediately prior to the date the application for license is submitted to the Commission. (Idaho Code 54-2012(1)(f))
5. If you have ever had a felony conviction; provided that, after a period of five (5) years from the date of conviction or completed any term of probation, sentence of confinement or period of parole, which ever is later, you must make a written request for and obtain an exemption from the Commission before you can be licensed. (Idaho Code 54-2012(1)(g)) Please contact the Real Estate Commission for assistance in requesting an exemption.

The following guidelines will assist in expediting your fingerprint approval:

- a. **Read and follow all instructions precisely.**
- b. Make sure your hands are very clean when you are fingerprinted. Oil or grease on the fingertip may result in an illegible or rejected fingerprint.
- c. If you have an injury to a fingertip, ask the official taking the fingerprints to note this on your card.
- d. Provide all other names ("aliases") you have ever used, including maiden names.