

## LIVE SCAN SERVICE REQUEST *(Applicant/Petitioner)*

RE 237 (Rev. 7/18)

**Instructions on reverse.**

### Attention - Live Scan Service Providers

Please note the following information when processing Department of Real Estate (DRE) license applicants.

- ❖ The Type of Application should indicate **License, Certification, or Permit**, and the Application Title should indicate **Real Estate License**.
- ❖ The Department of Justice and FBI processing fee is to be paid by the applicant and **should be** collected at the live scan service provider site.

PART 1		CONTRIBUTING AGENCY	
AGENCY ORI NUMBER <b>A0075</b>	AGENCY ADDRESS SET <b>CALIFORNIA DEPARTMENT OF REAL ESTATE 1651 EXPOSITION BLVD, SACRAMENTO CA 95815</b>	E-MAIL CODE <b>09416</b>	
APPLICATION TYPE <b>LICENSE, CERTIFICATION, OR PERMIT</b>		CONTACT NAME <b>LICENSING SECTION</b>	
APPLICATION TITLE <b>REAL ESTATE LICENSE</b>		CONTACT TELEPHONE NUMBER <b>1-877-373-4542</b>	

PART 2		APPLICANT'S PERSONAL INFORMATION	
APPLICANT NAME (LAST, FIRST, & MIDDLE INITIAL)			
FORMER NAME/AKA'S (LAST, FIRST)			
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR	PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	CALIFORNIA DRIVER'S LICENSE NO.	AGENCY BILLING NUMBER <i>Fees paid by applicant</i>	
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)			
YOUR OCA NUMBER (USE SOCIAL SECURITY NUMBER)		LEVEL OF SERVICE <b>CALIFORNIA DEPARTMENT OF JUSTICE/FBI</b>	

PART 3			LIVE SCAN TRANSACTION		
OPERATOR NAME	DATE COMPLETED	TRANSMITTING AGENCY			
AMOUNT COLLECTED (FOR ROLLING FEE)	AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)	ATI NUMBER			

PART 4		LIVE SCAN RESUBMISSION TRANSACTION	
ORIGINAL ATI NUMBER	LEVEL OF SERVICE REQUESTED FOR RESUBMISSION <input type="checkbox"/> CALIFORNIA DEPARTMENT OF JUSTICE <input type="checkbox"/> FBI		

**Original Copy**  
*Live Scan Operator*

**Second Copy**  
*Department of Real Estate*

**Third Copy**  
*Applicant*

## APPLICANT INSTRUCTIONS

### **Fingerprint Requirement**

One set of classifiable electronic fingerprints is required from every real estate license applicant. The fingerprint process is completed by a live scan service provider as noted below.

One set of classifiable electronic fingerprints is also required by licensees who hold a restricted license and who are petitioning for removal of restrictions or by individuals who have had their real estate license revoked and are petitioning for reinstatement of their license.

Applicants have the option of getting their fingerprints taken either after passing their examination or after they have submitted their examination application. However, fingerprint processing fees are not refunded if an applicant fails to pass the examination.

Out of state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card will be provided to all out of state applicants with the original license application. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed license application, license application fee, and \$49.00 fingerprint card processing fee. Applicants who wish to get their fingerprints taken out of state after submitting their examination application, but before passing their examination, may request a blank fingerprint card by contacting the Licensing Section at 1-877-373-4542.

### **Completion of Form RE 237 Live Scan Service Request**

The following information must be entered in Part 2 of the form:

- Your printed name and former names (if any).
- Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), drivers license number, residence address, and OCA number (same as SSN).

The electronic fingerprint service provider will complete Part 3 of the form.

### **Submission of Fingerprint Form**

After you have your fingerprints taken by the live scan service provider, a completed copy of this form must be submitted with your original license application or petition application (RE 506). If you choose to get your fingerprints taken before passing your examination, submit a completed copy of this form to the Department of Real Estate, P.O. Box 137002, Sacramento, CA 95813-7002, Attn: Fingerprint Desk.

### **Fees**

*Processing fee* — A fee will be collected by the live scan provider for the processing of your fingerprints by the Department of Justice.

*Service fee* — A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

### **Fingerprint Services (Contact the facility for fees & hours.)**

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list by checking the Web site of the California Department of Justice at <http://ag.ca.gov/fingerprints/publications/contact.php>. Please note that the hours of operation for each provider may vary and an appointment may be required.