



Mississippi Real Estate Commission

ADMINISTRATOR
ROBERT E. PRAYTOR

LEFLEUR'S BLUFF TOWER, SUITE 300
4780 I-55 NORTH, JACKSON, MS 39211

P.O. BOX 12685
JACKSON, MS 39236

(601) 321-6970 – Office
(601) 321-6955 - Fax

www.mrec.ms.gov

IMPORTANT INFORMATION

Notice of Fingerprint-Based Criminal History Records Check

After July 1, 2018, all individuals licensed by the Mississippi Real Estate Commission (MREC) will have completed a “Licensing Cycle” in which a Criminal History Records Check based on the submission of fingerprints to the MREC was received. **Beginning with the July 31, 2018 Renewal Date**, applicants for renewal of any real estate license will **NOT** have to submit a new fingerprint card. The MREC will use your Original Card to submit to the Department of Public Safety and the Federal Bureau of Investigation.

Submission of Renewal Form, Criminal History Acknowledgment and Fees:

Enclosed with this Renewal Notice is an envelope **addressed to the MREC** for the return of the documents included in the mailing. If you mail the documents in a different envelope, please use the following address:

MREC
P. O. Box 12685
Jackson, MS 39236-2685

Please return the executed Renewal Notice (Signature required on the back of the notice) and the renewal fee in the form of a check or negotiable instrument. The renewal fee for a Broker is \$150.00 and the renewal fee for a Salesperson is \$120.00. Please return the completed and executed Consent Form along with a **separate** check or negotiable instrument in the amount of \$50.00. **Separate checks are required but each should be made to the MREC.**

When received, the MREC will electronically submit your **Original Fingerprint Card** to the Department of Public Safety Criminal Information Unit (CIU) to process a new background check of the Mississippi and Federal databases.

Sincerely,

Laura McLain

(601) 321-6967



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AUTHORIZATION TO RELEASE INFORMATION

NAME: _____ MREC License #: _____

CURRENT ADDRESS: _____

City State Zip Code County

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

RACE / SEX: _____ / _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

As evidenced by my witnessed signature below, I hereby authorize and consent to the release of a fingerprint based background check to:

**Mississippi Real Estate Commission
4780 I-55 North; Suite 300
Jackson, Mississippi 39211**

And, I request the inspection of **any and all criminal records information** in the possession of or accessible by the Mississippi Justice Information Center, including, but not limited to, any past history of a criminal offense(s) for which I may have been charged or convicted.

By giving the above-described release, I hereby waive any and all claims or liability for compliance which I may now have or may have in the future against the State of Mississippi, the Mississippi Real Estate Commission, the Mississippi Department of Public Safety and the Mississippi Justice Information Center, and any of these entities' employees and agents, against any and all future actions with reference to the release of the above-described information and the circumstances surrounding same.

If this consent form and the applicable \$50.00 fee (in a separate check) is not submitted to the Mississippi Real Estate Commission by your renewal date, your license will be placed on "inactive status" (if active) and if not received within sixty (60) days of your renewal date, your file will be closed for failing to complete the renewal process. If placed "inactive" you must cease all real estate activity for which a license is required and you will be required to complete the license reactivation process.

Signature

Date

Witness to Signature

Date