



Kansas Real Estate Commission

Jayhawk Tower
700 SW Jackson St Ste 404
Topeka, KS 66603-3785
krec@ks.gov (785) 296-3411
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

CRIMINAL OFFENSE FORM

REPORTING/DISCLOSURE INSTRUCTIONS

What must be reported/disclosed?

You must report/discard all arrests, misdemeanor charges*, and felony convictions. Even if the charge is currently pending, occurred out of state, or you were told the charge will not appear on a background check (expunged), you **MUST** report the incident.

**Some traffic violations are classified misdemeanors. Review of the ticket or court document will show the classification of the charge.*

Why do I have to report my case?

Reporting is required pursuant to K.S.A. 58-3039(g), K.A.R. 86-1-19, and K.A.R. 86-3-15.

REQUIRED DOCUMENTS

The Commission requires you to submit the following:

- Criminal Offense Form
- Court Documents for Each Case, to include:
 - Copy of the ticket, Complaint, or Indictment (Shows the charges filed against you)
 - Journal Entry of Sentencing/Judgment (Sentencing by the Court)
 - Diversion, Probation, or Dismissal Documents
 - Proof of Completion of Probation or Diversion (if applicable)

***Submission of a general docket print out does not meet the court document requirement. ***

How do I obtain the court documents?

Court documents can be obtained from the Court in the county where the charge was filed or from your attorney.

What if my case was in another state?

The documents are still required. Notify the Commission if you require more time to obtain the documents.

WHAT HAPPENS NEXT

Submit the form and all court documents by email as follows:

- If this is related to a new/pending license application, or renewal, email: krec@ks.gov
- If you received a Commission Directive or are self-reporting the charge(s), email: kreclegal@ks.gov



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CRIMINAL OFFENSE FORM

Name	Type of License (Broker or Salesperson)	License No., if applicable.

CASE INFORMATION (Attach additional sheets if needed)

Court Name Arrest Date & Charge	Case/Docket No.	Date of Conviction. If the charge is pending, enter "N/A".	Submit the following court documents:
			<ul style="list-style-type: none"> ■ Ticket/Complaint ■ Journal Entry of Sentencing ■ Proof of Completion of Probation/Diversion (if applicable)
			<ul style="list-style-type: none"> ■ Ticket/Complaint ■ Journal Entry of Sentencing ■ Proof of Completion of Probation/Diversion (if applicable)
			<ul style="list-style-type: none"> ■ Ticket/Complaint ■ Journal Entry of Sentencing ■ Proof of Completion of Probation/Diversion (if applicable)
			<ul style="list-style-type: none"> ■ Ticket/Complaint ■ Journal Entry of Sentencing ■ Proof of Completion of Probation/Diversion (if applicable)

If you failed to report the incident to the Commission, please provide a written explanation as to why.



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CASE STATUS

Have you been to court for the charge(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No, case was dismissed. *
If yes, when?	If no, when is the next scheduled court date?		
Are you currently on probation, parole, post-release?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No, I received a Diversion
When will your probation end?			
When will your diversion end?			

***If the case was dismissed, submit the dismissal documents.**

For each conviction or pending charge, explain what lead to the offense. Attach additional sheets if needed.



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Explain what you have done to rehabilitate yourself since the incident and/or being convicted. Examples include attending treatment, counseling/therapy, activities, etc. You may also attach supporting documentation, such as written letters of support from your peers, character reference letters, and/or certificates showing completion of classes/support groups.

If applying for licensure, explain why the Commission should grant your request for a license.



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Are there any special circumstances you would like the Commission to consider or know?

CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that the information contained herein is true and correct. I understand providing false information may constitute grounds for denial of my application pursuant to K.S.A. 58-3050.

Applicant/Licensee's Signature

Date

I certify that the applicant/licensee possesses the honesty, trustworthiness, integrity, and competence to transact the business of real estate. I further certify, I am aware of the criminal history or pending charges identified as part of the application/renewal or report the Commission received, and I am willing to supervise the applicant under the circumstances. If a license is granted, I will exercise proper supervision over the applicant's real estate activities and will immediately notify the Commission upon termination of the applicant's affiliation with my company.

Supervising/Branch Broker's Signature (if applicable)

Date