

HAVE YOU FILLED OUT THE FORM CORRECTLY?

To avoid any delays in the processing of your application, ask yourself the following questions. By double checking your paperwork in these critical areas, you should be successful!

- *ARE THE PROPER FEES ATTACHED (CHECK OR MONEY ORDER)?**
- *DID I USE MY LEGAL NAME (AS IT APPEARS ON MY DRIVER'S LICENSE OR MY REAL ESTATE LICENSE)?**
- *DID I LIST MY SOCIAL SECURITY NUMBER, AND INDICATE THE YEAR I GRADUATED FROM HIGH SCHOOL OR COMPLETED THE G.E.D.? (LICENSE EXAMINATION APPLICATIONS ONLY.)**
- *DID I INCLUDE MY LICENSE/FILE NUMBER? (IF APPLICABLE.)**
- *DID I LIST MY DATE OF BIRTH?**
- *DID I LIST THE BROKER'S MAIN ADDRESS AND NOT A BRANCH LOCATION?**
- *DID I COMPLETE THE ETHICAL CONDUCT AND LEGAL HISTORY SECTION?**
- *DID I INCLUDE AN EXPLANATION (OR A JOURNAL ENTRY FOR CONVICTIONS) FOR ANY YES QUESTIONS UNDER THE ETHICAL CONDUCT AND LEGAL HISTORY SECTION?**
- *DID I SIGN MY APPLICATION?**
- *DID MY BROKER (WHO IS IN GOOD STANDING AND ACTIVE WITH THE DIVISION) SIGN MY APPLICATION? (SALESPERSON APPLICATIONS ONLY.)**

By carefully filling out this application you will speed up the processing time. Every application with deficiencies must be returned, which costs both you and the Division valuable processing time!

Pursuant to Ohio Administrative Code 1301:05-1-04, failure to timely submit such corrected application or additional information within thirty (30) days of receiving a deficiency notice shall constitute just cause for the superintendent to impose a forfeiture of the application fee.