



ESCROW CRIMINAL RECORDS CHECK APPLICATION

Revised 2/2021

Real Estate Agency
530 Center St. NE, Ste 100
Salem OR 97301
Phone: (503) 378-4170
www.oregon.gov/rea

Read the application and accompanying instructions carefully. Answer ALL questions completely. If additional space is needed for an answer, attach a separate sheet indicating the section or number to which the information applies. Date and sign any attached sheets. You will be notified if we need additional information.

Mail this completed form to the Agency at the address above, along with:

- a) One completed fingerprint card that meets FBI processing standards.
- b) Your resume detailing your experience in the administration of escrows, including names of former employers, dates employed and duties.
- c) Materials listed in Section D-4 if you answered "yes" to any questions in Sections D-1 through D-3.

Upon receipt of all the required documents, the Agency will email the escrow organization with instructions on how to pay the required fee in eLicense.

SECTION A ESCROW AGENT INFORMATION			
Name of Escrow Agent			
Main Office Address			Main Office Phone
SECTION B YOUR RELATIONSHIP TO ESCROW AGENT			
<input type="checkbox"/> Individual owner of escrow agent with more than 5% ownership interest <input type="checkbox"/> Corporate Officer in charge of escrow operations <input type="checkbox"/> Individual in charge of escrow operations			
SECTION C YOUR INFORMATION			
Legal last name	Legal first name	Legal middle name	Date of birth (month/day/year) / /
Personal mailing address			Birth place (city/state or country)
City, state, zip			County of residence
Residence street address, city, state, zip (if different than above)			
E-Mail Address			
List all states lived in for past 10 years			
List any other names ever used, including nicknames, aliases, maiden, prior married, etc.			
Social Security No.	Daytime phone number	Alternate phone number	

ESCROW CRIMINAL RECORDS CHECK APPLICATION, continued

SECTION D	BACKGROUND QUESTIONS	
1	<p>Criminal Disclosure</p> <ul style="list-style-type: none"> a) Have you ever been convicted* of any felony or misdemeanor criminal offense? ** b) Are you currently under investigation, indictment, awaiting trial, verdict or sentencing in any criminal proceeding? ** c) Do you have any criminal arrest or citation, which has yet to be adjudicated? ** d) Are you a fugitive from justice? e) Are you presently on parole or probation or paying any restitution or fine? <p>* "Convicted" includes a guilty or "no contest" plea, verdict of guilty by a judge or jury, or a forfeiture of bail. All convictions must be disclosed, even if they were later dismissed, a diversion program completed, or occurred when a minor.</p> <p>** Include major traffic violations such as DUI, reckless driving, or driving while suspended or uninsured.</p>	Yes No
2	<p>Regulatory Disclosure</p> <ul style="list-style-type: none"> a) Have you ever had a trade, occupation or professional license (other than your driver's license) or registration fined, reprimanded, suspended, involuntarily terminated, revoked or otherwise subject to any type of disciplinary action whether or not you were ultimately sanctioned? * b) Have you ever surrendered or allowed to expire a professional license (other than your driver's license) or registration, or were permitted to resign after allegations were made against you, in connection with or while under investigation, or while an action was pending? * c) Are you currently under investigation, involved in a hearing, trial, administrative proceeding or other action by the authority that issued the professional license or registration? * d) Have you ever received an adverse decision or judgment against you in a criminal, civil, or administrative action related to your business or professional activities? * e) Have you ever acted, or attempted to act, in a regulated profession at a time when you were not licensed or legally authorized? * f) Have you ever had an application for a license or registration denied or issued with restrictions or limitations? * g) Have you ever been terminated from any employment for theft, fraud, or dishonesty? <p>* Include if you were a participant in a partnership, corporation, or other business entity that was the subject of such action.</p>	Yes No
3	<p>Civil & Financial Disclosure</p> <ul style="list-style-type: none"> a) Have you ever received an adverse decision or judgment against you related to a real property matter? * b) Do you have any unsatisfied judgments or liens against you? * c) Are you currently in arrears for child support? d) Have you filed bankruptcy (personal or professional) in the past ten years? * e) Are you currently awaiting trial or a Court verdict in any civil proceeding (not including divorce or child custody)? * <p>* Include if you were a participant in a partnership, corporation, or other business entity that was subject to such action.</p>	Yes No
4	<p>If you answered "yes" to any of the questions in this section, you must send the following with this application:</p> <ul style="list-style-type: none"> a) A detailed, written statement of explanation. Include dates, location, involved agencies and/or courts, nature, circumstances and disposition. Date and sign your written statement. b) Current, original letters from at least 3 persons (not relatives) attesting to your good character and reputation. Letters must be signed, dated, and include contact information. Form letters are unacceptable. c) If the incident(s) occurred in the past ten years, copies of official documents that confirm the nature and current status or disposition. Documents not required for bankruptcy (still must submit a, b & c above). <p>You may attach additional information for consideration during the criminal records check process.</p>	

YOU'RE NOT DONE YET – PLEASE GO ON TO PAGE 3!

ESCROW CRIMINAL RECORDS CHECK APPLICATION, continued

SECTION E	ACKNOWLEDGEMENT, CONSENT & SIGNATURE
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Read this section carefully before signing below.

I understand it is my responsibility to read the accompanying instructions thoroughly and to submit a complete application, including required documents and fees. If the information developed by the Agency requires the submission of additional information, it is my responsibility, upon request by the Agency, to provide the requested information. I further understand that failure to do so may cause my application to be considered incomplete which will result in termination of the application.

I understand and acknowledge that submission of this signed application authorizes the Agency to process the included fingerprint cards through and receive information from the Oregon State Police and the Federal Bureau of Investigations relating to any arrest or criminal history information of record.

If I have successfully completed the criminal records check process and review but the escrow agent doesn't successfully complete the licensing application process or application for change in ownership or change to corporate officers or individuals in charge of escrow operations within twelve months from the date of the successfully completed criminal records check process and review, the successfully completed criminal records check process and review is no longer valid.

I certify that my answers on this application and accompanying documents are true, correct, and complete to the best of my knowledge. Any information found to be knowingly or negligently misrepresented, incomplete or inaccurate, will be grounds for denial of criminal records check clearance. Failure to disclose pertinent information will cause substantial delays in the process.

Original Signature of Applicant	Date
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