



Ohio Department of Commerce
Division of Real Estate & Professional Licensing

77 South High Street • 20th Floor
Columbus, OH 43215-6133
(614) 466-4100 Fax:(614) 644-0584
www.com.ohio.gov

Ted Strickland
Governor

Kimberly A. Zurz
Director

CONVICTION WAIVER INFORMATION

If an applicant is convicted of a felony or a crime of moral turpitude:

Submit to the Superintendent of the Division of Real Estate & Professional Licensing:

- A completed Salesperson License Examination Application
- A copy of the transcript or certificates of completion for the four pre-licensure education courses
- A fee of \$49 (check, money order or cashier's check)
- A cover letter addressed to the Superintendent of the Ohio Division of Real Estate and Professional Licensing, 77 S. High Street 20th floor, Columbus, OH 43215-6133 requesting a waiver of the conviction.
- A certified copy of the Entry of Conviction or the equivalent document from the court in which you were convicted. The Entry of Conviction can be obtained from the Clerk of Courts office in the county in which you were convicted.
- A copy of the document of release from incarceration, probation, or community control, if applicable.
- Any letter of recommendation that would help to establish your honesty, truthfulness, and good reputation, including a letter from the sponsoring broker.

Mail the above documents to the Superintendent for review. The Superintendent may act favorably or not and the Superintendent may defer to the Ohio Real Estate Commission, which may act favorably or not. A determination will be made and you will be notified in writing of the Superintendent's decision. This process will take several weeks.

Please note – An application submitted without documentation that other requirements have been met, such as education, will not be reviewed by the Superintendent for consideration of waiving any conviction.

FINANCIAL INSTITUTIONS
REAL ESTATE & PROFESSIONAL LICENSING

INDUSTRIAL COMPLIANCE
SECURITIES

LABOR & WORKER SAFETY
STATE FIRE MARSHAL

LIQUOR CONTROL
UNCLAIMED FUNDS