

1. Once you get your "My Iowa PLB" registered, start by clicking on "Submit Application / Renew" under **My Iowa PLB - Home** in the upper left-hand corner of your screen, which will initiate the application wizard.
2. Choose "Real Estate Commission" on the page that asks you to select what licensing board is applicable to the desired application.
3. You will come to a page that asks you to "Please Select the Desired Application" and you will want to select the "General - Background Check Packet Request" application.
4. Once you have established the application type, from the "Application Detail" page (you can get there at anytime by clicking on the application number under "My Applications" while on **My Iowa PLB - Home**), click on the "Complete Checklist" button.
5. At that time you will answer the required questions of this respective application. Make sure that there is a green check mark besides the "Complete Checklist" before you move forward and click on "Upload Submissions" button.
6. While in the Submissions page, you will also be asked to upload all supporting and/or required documents electronically (PDF documents are preferred), if applicable.
7. To successfully complete the application request, be sure to click on the "Submit for Review" button. A "Pending" status indicates that the application has not been submitted to the Iowa Real Estate Commission. An application status of "Pending Internal Review" indicates that you have successfully completed your request and it is sitting in the IREC work queue for review. Expect your fingerprint packet to arrive at the address noted on your checklist page within three to ten days.

**For best results, users should use Google Chrome as their web browser.**

There is no fee for the packet or the fingerprint card. However, the fee to be submitted to the Iowa Real Estate Commission with the completed fingerprint card and waiver form is \$51.00.

If you have any further questions about the process, please contact the IREC Background Coordinator, Tracy Lindgren ([tracy.lindgren@iowa.gov](mailto:tracy.lindgren@iowa.gov) or 515-725-9035).