

# IREC Application Instructions – Background Check Packet Request

See <https://plb.iowa.gov/documents/faqs> for assistance with a licensee's initial login, if they have not done so already. At their initial login, if an individual has a current license or lapsed license (SXXXXX000 or BXXXXX000), they will link their current or past license to their contact, but individuals SHOULD NOT try to link another license other than their own broker or salesperson license to their "My Iowa PLB" account. If an individual has any issues or questions at that time or are looking to seek assistance, please do not hesitate to contact Commission staff.

***For best results, users should use the most updated version of Google Chrome as their web browser.***

<https://plb.iowa.gov/criminal-history-background>

As required by Iowa Code § 543B.15(9), an applicant for an initial real estate broker's or salesperson's license shall be subject to a national criminal history check through the federal bureau of investigation.

1. Go to [https://iowaplb.force.com/IPLB\\_login](https://iowaplb.force.com/IPLB_login) and login using your e-mail address as your username.
2. Once you have successfully logged in, while under **My Iowa PLB - Home**, start by clicking on "Submit Application / Renew", which can be found in the upper left-hand corner of your screen, and this will initiate the application wizard.
3. Choose "Real Estate Commission" on the page that asks you to select what licensing board is applicable to the desired application.
4. When you arrive to the page that asks you to "Please Select the Desired Application," you will want to select the "General - BackgroundCheck Packet Request" application.
5. Once you have established the application type, from the "Application Detail" page (you can get there at any time by clicking on the application number under "My Applications" while on **My Iowa PLB - Home**), click on the "Complete Checklist" button.
6. 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.
7. While in the "Manage Submissions" page, you will also be asked to upload all supporting and/or required documents electronically (PDF documents are preferred), if applicable. Submissions are not required to be uploaded for this application type.
8. 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.
9. Once an application has been submitted, the description of the application statuses can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.
10. Expect your fingerprint packet to arrive at the address noted on your checklist page within three to ten days.

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 background check process, please contact the IREC Background Coordinator, Tracy Lindgren ([tracy.lindgren@iowa.gov](mailto:tracy.lindgren@iowa.gov) or 515-725-9035).