

# IREC Application Instructions – Background Check Packet Request

If it has not been completed already, all applicants and licensees will need to go to "[My Iowa PLB](#)" and create a user account and then submit their application or request electronically.

See <https://plb.iowa.gov/documents/faqs> for assistance with an applicant's initial login, if they have not done so already.

***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. Questions about the background check process, along with a potential applicant's criminal history and their eligibility for licensure are addressed in the Criminal History Background index, found at the links below:

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

<https://plb.iowa.gov/re-background-frequently-asked-questions>

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 – Background Check 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 an application status 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 do not want to pay by check or money order, you may make a payment online through your "[My Iowa PLB](#)" account after the completed waiver and fingerprint card are received by the IREC. At that time, you will receive an e-mail notification and/or see an application status of "Ready For Payment" on **My Iowa PLB - Home**, asking that you submit the required fee of \$51.00. Once payment is received, a receipt will be generated and that is an indicator that the fingerprint card will be submitted to the Iowa Department of Public Safety.

If you have any further questions about the background check process, please contact the IREC Background Manager, Ashley Thompson ([ashley.thompson@iowa.gov](mailto:ashley.thompson@iowa.gov) or 515-725-9035).

As a person looking to apply for a new real estate license in the state of Iowa, please see the following link for the licensing requirements and applicable deadlines: <https://plb.iowa.gov/licensing-information-index>