

## **\*\*IMPORTANT NOTICE TO APPLICANTS\*\***

Completed application packets are processed and licenses issued within *five (5) business days*.

### **Please be advised issuance of a license will be delayed in the following instances:**

- Applications with incorrect fees, unanswered questions, and those without a photograph attached will be returned to the applicant.
- Applicants who provide answers to questions that conflict with the information received from SLED (criminal history) reports will automatically be required to appear before the full Commission at the next regularly scheduled meeting. For example, the applicant answers that he/she has never been convicted of a criminal offense, but the criminal history report indicates a conviction. **Refer to Section 40-6-230 (A)(4)**
- Applicants who provide answers to questions that conflict with information received from credit reports will automatically be required to appear before the full Commission at the next regularly scheduled meeting. **Applicants will be required to appear before the Commission if their credit report indicates unpaid collection accounts, liens or judgments totaling \$1,001 or more, repossessions, charged off accounts or disputed items. Refer to Section 40-6-230(A)(5)**
- Applicants with other discrepancies noted will be promptly notified.
- Exam candidates will be notified, in writing, of their scheduled examination date.

**\*\*\*ALL FEES ARE NON-REFUNDABLE\*\*\***