



Idaho Real Estate

Fingerprint Process

1. Have fingerprints collected on FD-258 card – you may print a card here ([link](#)), however it is possible that the local agency you go to have your prints taken will require you to use their card. You **MUST** make sure that the correct ORI and Reason Fingerprinted are entered into the ORI field and Reason Fingerprinted on the fingerprint card*.

** For fingerprint collection, we suggest contacting your local law enforcement office for assistance in finding available locations.*

Idaho Real Estate Salesperson/Broker ORI- ID920050Z

Reason Fingerprinted – IDC-54-2012 – real estate license

If the incorrect ORI code or reason fingerprinted are provided or if either of these fields are left blank, you will be responsible for having your prints collected again and will be required to pay for a second submission. Prints cannot be transferred or reused once submitted.

2. Go to <https://home.pearsonvue.com/id/realestate> Click schedule an exam and create a profile. If you have already taken an Idaho Real Estate exam, you can log into your previously established profile.
 - (a) Choose exam **IDREFPHC– Idaho Real Estate Fingerprint Hard Card.**
 - (b) Select the first available appointment on or after the date you intend to mail your hard card. **It is important that we receive your card within 5 days of the appointment date you select.**

3. Pay fingerprint fee (\$61.25) by credit card or debit card.

4. Print Pearson VUE Confirmation of Payment email.

5. Mail completed FD-258 card **AND** printed payment confirmation email to:

Idaho Appraiser and Real Estate Fingerprints

OHTI

1125B Avenida High View Rd.

Driftwood, TX 78619

Please send via USPS

Do not send fingerprint cards or the required fee to the Idaho Real Estate Commission, Idaho State Police or Pearson VUE as this will severely delay processing.