


February 7, 2011

MEMORANDUM

TO: Applicants for Manufactured Housing License

FROM: Joseph H. Sadler, Jr., P.E. 
Deputy Director

SUBJECT: Criminal History Record Check
Required by Statute

Pursuant to North Carolina General Statute §143-143.10A., all applicants for licensure by the North Carolina Manufactured Housing Board (hereinafter "Board") are required to consent to a criminal history record check.

In order to receive a license as a manufactured housing salesperson, you must submit the following:

- 1) **Completed application for sales license (Form IDMH-9)**
- 2) **Signed form entitled "Authority for Release of information – State and Federal Record Check. (Contact Karen Holden at 919-661-5880, ext. 214 to receive this form).**
- 3) **A fingerprint card that must be completed by a local law enforcement office. The fingerprint card can also be picked up at your local law enforcement office.**

It will be necessary for the applicant to sign and return the release form to the Manufactured Housing Board along with the fingerprint card (that must be completed by any local law enforcement office) **and a fee of \$55.00 (non refundable). This fee is in addition to the \$25.00 license fee. The total fee for each new application for sales license would be \$80.00. Checks should be made payable to the North Carolina Manufactured Housing Board.**

Licenses will not be issued until the fingerprint cards are processed by the State Bureau of Investigation and a complete criminal history record check is returned to the Board. The commission of a crime enumerated in the N. C. General Statute §143-143-10A may provide sufficient grounds for license denial, suspension and revocation. All information obtained pursuant to the criminal history record check will be kept confidential by the Board.