



## ARIZONA BOARD OF APPRAISAL

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Phoenix, Arizona 85007  
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### REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR REACTIVATION OF LICENSE OR CERTIFICATE FROM INACTIVE STATUS For Active Military Duty

The attached application is intended for use by applicants for reactivation of license or certificate from inactive status pursuant to A.R.S. § 32-3628.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, your Application will be considered incomplete and will delay the reactivation of your license or certificate from inactive status.

**FEES:** \$0.

**PERIOD OF INACTIVE STATUS:** The period a license or certificate is on inactive status is deemed to be while the license or certificate holder is on active military duty but may not exceed three years. Active military duty does not include service persons performing weekend drill and annual training.

**RESTRICTIONS UNDER INACTIVE STATUS:** A license or certificate holder on inactive status shall not: (1) Represent that the license or certificate holder is an active appraiser licensed or certified in Arizona; or (2) Perform real estate appraisals or appraisal reviews on real estate in Arizona.

**REACTIVATION OF INACTIVE STATUS:** A license or certificate holder on inactive status must file with the Board an application for reactivation of the license or certificate **WITHIN 180 DAYS AFTER RETURNING HOME FROM ACTIVE MILITARY DUTY**. If the holder of an inactive license or certificate timely files an application for reactivation, the license or certificate is returned to active status on the Board's approval of the application for reactivation. A license or certificate holder on inactive status remains on inactive status until the Board approves the application for reactivation. The time period for completion of the continuing education requirements that the license or certificate holder would otherwise have been required to meet during the period when the license or certificate was on inactive status is extended for a period not to exceed 90 days after return from active military duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the Board no later than 120 days after completion.

**FAILURE TO MAKE TIMELY APPLICATION FOR REACTIVATION:** If the holder of an inactive license or certificate does not make timely application for reactivation, the holder must reapply for licensure or certification meeting all of the requirements in effect at the time of the reapplication.

**RENEWAL APPLICATION AND RENEWAL FEE:** In the event the license or certificate expired during such active military duty, the license or certificate holder on inactive status must pay the renewal fee and complete an application for renewal as required by A.R.S. §32-3619 **WITHIN 190 DAYS AFTER RETURNING HOME FROM ACTIVE MILITARY DUTY**; however, the time period for completion of the continuing education requirements that the license or certificate holder would otherwise have been required to meet during the period when the license or certificate was on inactive status is extended for a period not to exceed 90 days after return from active military duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the Board no later than 120 days after completion.

**DEPARTMENT OF PUBLIC SAFETY (DPS)**

- a. All applicants must undergo a criminal background check through AZ Department of Public Safety (DPS). As of July 24th, 2014, DPS will be issuing "clearance cards", which are good for six years from issuance. To see FAQs regarding this process please click on this link: <https://boa.az.gov/faqs-background-checks>
- b. The fee for this background check is \$67.00 and can be submitted with a business check, cashier's check or money order made payable to DPS. Please send the fee, the appropriate DPS form, and the fingerprint card directly to DPS. (Forms are available at the Board Office. Please contact staff to send you the necessary documents).
- c. If applying for a clearance card, provide the DPS application number onto the Board's application. If you already have an Arizona level one clearance card and it is active for two additional years, include your card number onto the Board's application.

**ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS:** Applicant must complete the Long Form Applicant Statement and submit documentation of status. Refer to Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status contained in the application to determine the proper documentation for submission with the application.

**NOTIFICATION IN WRITING BY THE BOARD:** Because each applicant must be provided notification in writing and to allow Board staff the opportunity to process all applications in a timely manner, please be patient and wait for your written notification. Thank you for your cooperation.



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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

### APPLICATION FOR REACTIVATION OF LICENSE OR CERTIFICATE FROM INACTIVE STATUS For Active Military Duty

\$0 Fee

**FINGERPRINT CARD: Fingerprint Clearance Card / Application Status:**

Application Number: \_\_\_\_\_ OR  Fingerprint Clearance Card Number: \_\_\_\_\_

**Inactive license/certificate number** \_\_\_\_\_

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, your Application will be considered incomplete and will delay the reactivation of your license or certificate from inactive status.

1. Legal name of applicant \_\_\_\_\_  
(Last) (First) (Middle)

2. Mailing address \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (County) (State) (Zip)

**NOTE: All mail will be sent to your mailing address.**

3. Daytime telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

4. E-Mail address \_\_\_\_\_

5. Business name and address \_\_\_\_\_  
\_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (County) (State) (Zip)

6. Permanent residence address \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (County) (State) (Zip)

7. Date active military duty began: \_\_\_\_\_ Date active military duty ended: \_\_\_\_\_  
 Attach documentation from the armed forces showing time period of active military duty.
8. The time period for completion of the continuing education requirements that the license or certificate holder would otherwise have been required to meet during the period when the license or certificate was on inactive status is extended for a period not to exceed 90 days after return from active military duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the Board no later than 120 days after completion.

**VERIFICATION BY OATH OR AFFIRMATION**

I have read and understand the requirements for reactivation of my license or certificate from inactive status and hereby request to have my license or certificate reactivated from inactive status.

\_\_\_\_\_  
 Type or print name of applicant

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date

**IRREVOCABLE CONSENT TO SERVICE OF PROCESS**

(For Nonresidents of Arizona Only)

By signing this application, I give my irrevocable consent that service of process on me may be made by delivery of the process to the Secretary of State if, in an action against me in a court of this state arising out of my activities as a state licensed or state certified appraiser, the plaintiff cannot effect, in the exercise of due diligence, personal service on me.

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date

STATE OF \_\_\_\_\_ )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public My commission expires: \_\_\_\_\_

THIS SHEET MUST BE COMPLETED FOR EACH RENEWAL PERIOD THAT APPLICANT WAS ON INACTIVE STATUS AND SUBMITTED WITH ATTACHMENTS WITHIN 180 DAYS AFTER RETURN FROM ACTIVE MILITARY DUTY. THE LICENSE OR CERTIFICATE HOLDER MUST SUBMIT PROOF OF COMPLETION OF ANY CONTINUING EDUCATION REQUIREMENTS TO THE BOARD NO LATER THAN 120 DAYS AFTER COMPLETION.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, your submission will be considered incomplete.

Reactivated License/Certificate Number \_\_\_\_\_

Name of License/Certificate Holder \_\_\_\_\_

List and attach documentation of the Board-approved continuing education appraisal courses you have taken in subjects related to real estate appraisal within your two-year renewal period. A minimum of 28 hours is required, including the most recent edition of the 7-hour National USPAP Update Course. Include only those courses lasting at least three hours. *Separate the live courses from the distance education courses and include the percentage of hours taken through distance education. (Distance Education Courses may not exceed 75% of the total 28 hours and the 7-hour National USPAP Update Course may not be taken through distance education after 6/2/07.)*

Live Course	Sponsoring Institution	Date Completed	Total Hours
7-hr. national USPAP update course			

Distance Education Courses	Sponsoring Institution	Date Completed	Total Hours

\_\_\_\_\_ % Percentage of 28 hours obtained through distance education

\_\_\_\_\_  
Type or print name of appraiser

\_\_\_\_\_  
Signature of appraiser

\_\_\_\_\_  
Date

**ARIZONA STATEMENT OF CITIZENSHIP  
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS  
Professional License and Commercial License  
Arizona Board of Appraisal**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

**Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.**

**SECTION I — APPLICANT INFORMATION**

APPLICANT'S NAME (Print or type) \_\_\_\_\_  
DATE \_\_\_\_\_

TYPE OF APPLICATION (check one)      \_\_\_\_\_ INITIAL APPLICATION      \_\_\_\_\_ RENEWAL

TYPE OF LICENSE  
\_\_\_\_\_

**SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION**

**Directions:** Attach a legible copy of the front, and the back (if any), of a document from the attached list or other document that demonstrates U.S. citizenship or nationality. Name of document provided: \_\_\_\_\_

A. Are you a citizen or national of the United States? (check one)      \_\_\_\_\_ Yes      \_\_\_\_\_ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.  
City \_\_\_\_\_ State (or equivalent) \_\_\_\_\_ Country or Territory \_\_\_\_\_

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

**SECTION III — ALIEN STATUS DECLARATION**

**Directions:** To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached list or other document that evidences your status. A.R.S. § 41-1080. Name of document provided: \_\_\_\_\_

**"Qualified Alien" Status** (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- \_\_\_\_\_ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- \_\_\_\_\_ 2. An alien who is granted asylum under Section 208 of the INA.
- \_\_\_\_\_ 3. A refugee admitted to the United States under Section 207 of the INA
- \_\_\_\_\_ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- \_\_\_\_\_ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.

- \_\_\_\_\_ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- \_\_\_\_\_ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- \_\_\_\_\_ 8. An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.

**Nonimmigrant Status** (8 U.S.C. § 1621(a)(2))

- \_\_\_\_\_ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

**Alien Paroled into the United States For Less Than One Year** (8 U.S.C. § 1621(a)(3))

- \_\_\_\_\_ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

**Other Persons** (8 U.S.C. § 1621(c)(2)(A) and (C))

- \_\_\_\_\_ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- \_\_\_\_\_ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- \_\_\_\_\_ 13. A foreign national not physically present in the United States.

**Otherwise Lawfully Present** (A.R.S. § 41-1080)

- \_\_\_\_\_ 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States.

**PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure.** See 8 U.S.C. § 1621(a).

**SECTION IV – DECLARATION**

**All applicants must complete this section.** I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 TODAY'S DATE

## EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States \* See *additional information below*.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. Passport must be signed
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document of refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

(\*) Driver License or Instruction Permit issued in Arizona, another state, territory or possession of the U.S., except a license issued by a state under A.R.S. § 28-3153 that does not verify lawful presence in the U.S. under federal law.

The following states that do not verify lawful presence are: Illinois, New Mexico, Utah and Washington \*\*  
*See except below for Washington.*

U.S. territories and possessions include: American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico and Virgin Islands.

(\*\*) Washington Exception: The Enhanced Driver's License/ID issued by the State of Washington is acceptable as documentation of lawful presence.