

Department of Financial Institutions
NONRESIDENT TEMPORARY APPLICATION INSTRUCTIONS

I. Fees

\$150.00 Application fee

Accepted checks: Cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks will not be accepted.

Accepted Visa or Master Card: Do not mail or email your credit card information.

Applications submitted via email or mail will receive a confirmation email with instructions on how to make a payment by phone.

II. Background Checks for all Application

As of July 24th, 2014, all applicants must undergo a criminal background check through the Arizona Department of Public Safety (DPS). To apply for Arizona Clearance Card go to DPS's website at:

<https://www.azdps.gov/services/public/fingerprint>

III. Engagement Letter

Flag each of the following items on the engagement letter.

1. Have a dated and signed letter from a client that names the individual and indicates the client has engaged the individual to conduct an appraisal in Arizona.
2. Identifies the property or properties to be appraised.
3. Specifies a date certain for completion of the assignment that is no more than one year. This must be a future date.

IV. Documentation of "Yes" Answers on the Questioner page of the Application

4. Provide a signed statement disclosing the incident; include a date and location of incident.
5. In addition, submit the following:

1. For **CRIMINAL** matters, a certified copy of (1) Complaint and Indictment; (2) Information; (3) Plea Agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of Civil Rights/ Expungement/ Dismissal documents.
2. For **CIVIL** matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
3. For **DISCIPLINARY ACTIONS**, a certified copy of (1) Notice of Hearing and/ or Complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/ Certificate History from any state, other than Arizona, in which applicant is licensed/ certified at the time of application.

Note: If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and/ or court. **Do not detach or un-staple certified documents. Documents must remain in the original order received.**

V. Arizona Law

1. Applicant must certify that applicant has read, understands, and pledges to comply with the requirements of Chapter 36, Title 32, Arizona Revised Statutes and Rules of the Department of Financial Institutions available for view at <https://boa.az.gov/resources/current-statutes-rules>.
2. According to the Department's rules, an applicant must meet all requirements for a license or certificate within one year of filing the application or the applicant's file will be closed and the applicant must reapply. Application fees are nonrefundable.
3. Applicant must be 18 years of age or older

VI. Arizona Statement of Citizenship and Alien Status

1. Applicant must complete the [Applicant Statement form](#) and submit documentation of status.
2. Submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per A.R.S. §41-1080.
41-1080. Licensing eligibility; authorized presence; documentation; applicability; definitions
 - a) Subject to subsections C and D of this section, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting any of the following documents to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law:
 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
 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States
 4. A United States certificate of birth abroad
 5. A United States passport
 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 or 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
 - b) This section does not apply to an individual if:
 1. Both of the following apply:
 - (a) The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - (b) The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.
 2. All of the following apply:
 - (a) The individual is a resident of another state.
 - (b) The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - (c) The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.
 - c) If, pursuant to subsection A of this section, an individual has affirmatively established citizenship of the United States or a form of non- expiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.
 - d) If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.
 - e) If a document listed in subsection A, paragraphs 1 through 12 of this section does not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.
 - f) For the purposes of this section:
 1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state or to an individual who provides a service to any person.
 2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state or to an individual who provides a service to any person where the license is necessary in performing that service.

NEW CONTACT INFORMATION:

New Location and mailing address as of June 1, 2018:

Department of Financial Institutions
100 N. 15th Avenue, Suite 261, Phoenix, Arizona 85007
Main Phone: (602)771-2800
Main Email: Licensing@azdfi.gov

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02