



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

Robert D. Charlton
Superintendent

Douglas A. Ducey
Governor

PROPERTY TAX AGENT REGISTRATION Initial/ Renewal Application

1. **FEE AND APPLICATION TYPE** *See bottom of page for accepted payment types.*

Initial Registration \$200 application fee OR \$0 no fee due for AZ active appraiser license/cert # _____

Renew Registration \$100 application fee OR \$0 no fee due for AZ active appraiser license/cert # _____

PTA Registration number _____ PTA expiration/renewal date _____

2. APPLICANT INFORMATION

Legal Name: Mr. Ms. _____
(Last) (First) (Middle)

Date of Birth: _____ Social Security#: _____

3. CONTACT INFORMATION: *Mailing address will be posted on the Departments website.

*Mailing address _____

City _____ County _____ State _____ Zip _____

Daytime telephone# (____) _____ E-mail address: _____

Resident address

Street address: _____

City _____ County _____ State _____ Zip _____

Business Information

Business Name: _____ Address: _____

4. List names you have used, been known as, called by, maiden name, marriage names or alias other than the name signed to this application _____

Applicants Signature

Today's Date

ACCEPTED PAYMENT TYPES:

- Cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks WILL NOT be accepted. Fees are nonrefundable.
- Payment by VISA credit card or Master Card. (Accepting only Visa and Master Card)
 - Submit your application to the Department of Financial Institutions via email, mail or walk-in.
 - For your security do not mail or email in your credit card information.
 - If your application is submitted via email or mail, you will receive a confirmation email with instructions on how to make a payment by phone.

New location as of June 4, 2018:
 100 N. 15th Avenue • Suite 261 • Phoenix, Arizona 85007
 Telephone: (602)771-2800 • Email: Licensing@azdfi.gov • Website: www.azdfi.gov

5. AFFIDAVIT OF APPLICANT FOR PROPERTY TAX AGENT REGISTRATION ATTENTION: PLEASE

READ CAREFULLY

A.R.S. § 32-3652(A) requires that an applicant for registration as a Property Tax Agent file with the Department of Financial Institutions an affidavit stating whether the applicant has been convicted of a felony or any misdemeanor involving dishonesty or moral turpitude in this or any other state within the last ten years. The term "moral turpitude" describes conduct that is depraved and inherently base or refers to acts that adversely reflect on the actor's honesty, integrity, or personal values. The Department may review the affidavit and issue or deny the registration based on its findings. Please complete the following affidavit. If you have been convicted of or entered a plea of guilty or nolo contendere (no contest) to a felony or any misdemeanor involving dishonesty or moral turpitude in this or any other state within the last ten years, please complete Form A for each such felony or misdemeanor.

State of _____)
County of _____)ss

The undersigned applicant, on his/her oath, deposes and states as follows:

I, _____ (name), am the undersigned applicant for registration as a Property Tax Agent in the State of Arizona.

Check One:

___ **I HAVE NOT BEEN** convicted of or entered a plea of guilty or nolo contendere (no contest) to a felony or any misdemeanor involving dishonesty or moral turpitude in this or any other state within the last ten years.

___ **I HAVE BEEN CONVICTED** of or entered a plea of guilty or nolo contendere (no contest) to a felony or any misdemeanor involving dishonesty or moral turpitude in this or any other state within the last ten years. **ATTACHED AND INCORPORATED INTO THIS AFFIDAVIT BY REFERENCE IS FORM A** for each such felony and/or each such misdemeanor involving dishonesty or moral turpitude describing the felony or misdemeanor in detail.

Further affiant sayeth not.

DATED this _____ day of _____, _____.

Signature of Applicant _____

*** NOTARIZATION REQUIRED ***

Sworn before me this _____ day of _____, _____, by the above-signed applicant.

My commission expires: _____
Notary Public

FORM A

Instructions for completing Form A: For **each** felony or misdemeanor involving dishonesty or moral turpitude for which you have been convicted or for which you have entered a plea of guilty or nolo contendere (no contest) in this or any other state within the last ten years, please provide the information requested below. A separate Form A must be completed for each felony and/or each misdemeanor involving dishonesty or moral turpitude.

1. State the felony or misdemeanor for which you were convicted or entered a plea of guilty or nolo contendere (no contest): _____

2. Provide the name of the State and County or City in which your conviction or plea was entered along with the name of the court and case number: _____

3. State the full details of the felony or misdemeanor for which you were convicted or entered a plea of guilty or nolo contendere (no contest). Use a separate sheet if necessary.

In addition to your above statement submit: A **CERTIFIED** copy of (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Presentence report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of civil rights/expungement/dismissal documents.

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 court. **Do not detach or unstaple certified documents. Documents must remain in original order received.**

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

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8. ARIZONA STATEMENT OF CITIZENSHIP OR ALIEN STATUS

Professional License and Commercial License
Arizona Department of Financial Institutions

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 license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

SECTION I – Applicant Information

Applicants Name (print or type) _____ Date _____ Type of License: _____

SECTION II – Citizenship or National Status Declaration

Are you a citizen or national of the United States? **Yes**- Complete section I, II and IV **No**- Complete section 1, III and IV

a) Where were you born? City _____ State _____ County or Territory _____

b) Attach a legible copy of documentation of citizenship or national status. See application instruction for accepted document types.

Name of document provided: _____

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 a document from the referenced list or other document as evidence of your status. 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/Haitian entrant
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject 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
- 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

- 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 and evidence I have given are true and correct to the best of my knowledge.

Applicant's Signature

Today's Date

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