

**DEPARTMENT OF FINANCIAL INSTITUTIONS
APPRAISER LICENSE/CERTIFICATE RENEWAL REQUIREMENTS**

Renewal applications are accepted within 90 days prior to expiration date or within 90 days after expiration date. If renewal is received within 90 days after expiration date, a delinquent fee of \$25.00 will be due. To allow time for processing, submit your application 30 days prior to your expiration. Applications are processed in the order they are received.

The renewal application requires the appraiser to:

1. **ARIZONA LEVEL ONE CLEARANCE CARD** As of July 24th, 2014, all applicants must undergo a criminal background check through Arizona Department of Public Safety (DPS).

If you applied for a Clearance Card upon your last renewal or initial application, do not reapply.

If for some reason, you cannot find your card and do not remember your number, just state on the application that it is on file, and we will verify this information with our records. You do not need to apply for another card.

If you have not previously applied for the clearance card there are two ways to submit an application:

- a. **Online:** Go to azdps.gov under Fingerprint Clearance Cards/Online Application.
 - i. After the live scan of your prints is complete a confirmation email will be sent to you with the DPS application number.
- b. **By mail:** Email Jsapio@azDFI.gov with your name and mailing address. A DPS packet to be mailed to you. Packet will include: application, fingerprint card and return envelope.
 - i. The DPS application number is located at the top right side of the application in bold red (example: **0002221111**)

2. **CONTINUING EDUCATION that includes a NATIONAL 7-HR USPAP UPDATE:** Submit proof (copies of certificates) of completion of the required 28 continuing education hours taken within appraiser's two-year renewal period.
 - a. A course less than three hours long will not be accepted, even if approved in another state.
 - b. Continuing education courses taken through distance education may not exceed 75% of the 28 hours.
 - c. According to the Department's rules, the 7-hour USPAP course cannot be taken online even if it was taken in another state.
 - d. The same course cannot be repeated for use as continuing education credit within a renewal period.
 - e. A course instructor may receive up to 14 hours of continuing education credit for course instruction within a renewal period; however, a course instructor may not receive credit for the same course in consecutive renewal periods. Course must have been approved by the Department of Financial Institutions (Department).
 - f. Course must be approved by one of the following:
 - AZ/DFI Department of Financial Institutions - Courses must be on the Department's certificate form.
 - AQB/CAP Program - Proof of approval. The USPAP certificate must include instructor's name.
 - State in which appraiser took the course - Proof of State approval must be on certificate or attachment.

3. **FEES DUE:**

\$425.00 Biennial Renewal Fee
\$80.00 Biennial National Registry Fee
\$25.00 Delinquent Fee (if received after expiration date)

ACCEPTED PAYMENT TYPES:

Cashier's check, certified check or money order payable to: The Department of Financial Institutions. Personal or business check WILL NOT be accepted.

OR

We now accept credit card payments using Visa or Master Card. For your security do not mail or email your credit card information.

- a. Submit your application to the Department via email, mail or in person. If submitted by email or mail, a confirmation email will be sent to you with a phone number to call in for payment.

5. **DOCUMENTATION OF ANY "YES" ANSWERS** Mark "yes" only if not previously disclosed.

- a. If you answer "YES" to any question 1 through 8 (Page 3), inclusive, provide a signed, detailed statement describing the facts and circumstances. Include the date and location of the incident or event.

- b. 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 each state, except Arizona, in which applicant is licensed/certified at the time of application.
- c. Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification or additional documentation that the Department may require. **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 the original order received.*

6. **ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS and PROOF OF LEGAL STATUS:**

- a. Complete and sign pages 5 and 6.
- b. If you are not a citizen or national of the United States, submit proof of current legal status.

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:

Location and mailing address:

Department of Financial Institutions
2910 N. 44th Street, Suite 310, Phoenix, AZ 85018
Main Phone: (602)771-2800

To submit your application via email, ask questions, or to request a DPS packet contact:

Jessica Sapio, Licensing Administrator: Jsapio@azDFI.gov, OR
Main Email: realINFO@azDFI.gov

If the appraiser does not file a renewal application and **MEET ALL REQUIREMENTS FOR RENEWAL WITHIN 90 DAYS AFTER THE EXPIRATION DATE**, the expiration of the license/certificate will be permanent and ***the appraiser will have to reapply as a new applicant and comply with the current application requirements.***

A LICENSE OR CERTIFICATE EXPIRES ON ITS EXPIRATION DATE. An appraiser SHALL NOT engage in, advertise or purport to engage in real estate appraisal activity in this state AFTER a license or certificate has expired and BEFORE the renewal of the expired license or certificate.

Failure to comply with the above requirements will result in the nonrenewal of the appraiser's license/certificate and removal of the appraiser's name from the National Registry list.

APPRAISERS ON INACTIVE STATUS: You must pay the renewal fee and complete an application for renewal AT YOUR USUAL RENEWAL TIME; however, you are not required to provide evidence of completion of the continuing education requirements until the application for reactivation is filed.

EXCEPTION: A person deployed outside of the United States on active military duty with the United States Armed Forces and whose license or certificate has expired during such active military duty outside of the United States may file a renewal application within 180 days of returning home from active military duty and shall not be required to pay a late renewal fee. Evidence of the renewal applicant's dates and locations of deployment must be submitted with the renewal application. In addition, the renewal applicant must provide evidence of completion of the continuing education requirements that the renewal applicant would have otherwise been required to meet during the period preceding the renewal application. A person deployed outside of the United States on active military duty with the United States Armed Forces must file an Application for Inactive License or Certificate Status for Active Military Duty upon deployment. In no event shall the inactive status exceed three years.