



**LICENSING CHECKLIST FOR:  
APPRAISER RECIPROCITY APPLICATION**

State of Utah  
Department of Commerce  
Division of Real Estate

All the following items are required and must be completed in order to obtain the License. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission.

1.  Completed and signed Appraiser Reciprocity Application.
2.  Completed and signed Certification of Legal Presence form.
3.  2 Fingerprint cards (blue FD258)
4.  Fingerprint Letter of Waiver
5.  Letter of Request from applicant which includes a list of all other states in which the applicant is licensed or certified, including those states in which you may have sought only temporary status.
6.  \$470 non-refundable fee (\$350 application fee, \$80 national registry fee, and \$40 fingerprint processing fee).

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial.**

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Signature of Applicant

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Date of Application



# APPRAISER RECIPROCITY APPLICATION

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Complete, sign, and submit this form along with Certificate of Legal Presence form, 2 fingerprint cards (blue FD258), Letter of Waiver, Letter of Request, and the \$470 non-refundable fee by fax, email, mail, or in person.

APPLICATION FOR: ( ) Licensed Appraiser ( ) Certified Residential Appraiser ( ) Certified General Appraiser

Name: \_\_\_\_\_  
SS #: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

( ) Check ( ) Visa ( ) MasterCard ( ) American Express	
Make checks payable to: Utah Division of Real Estate	
Card # _____	Expires _____
Signature _____	CCV# _____

Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**\*\*WARNING: Failure to accurately answer ALL questions may result in the loss or restriction of your license.\*\***

YES NO

- 1. Are you at least 18 years of age?
- 2. Do you attest that you have a high school diploma or GED?
- 3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
- 4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
- 5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
- 6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
- 7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
- 8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?



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YES NO

9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
13. Have you EVER been required to register as a sex offender?
14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?
15. Have you EVER been found in contempt of court?

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

**YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION OF LEGAL PRESENCE**  
**FOR UTAH REAL ESTATE, MORTGAGE, APPRAISER, AND TIMESHARE**  
**APPLICANTS**

**APPLICANTS PLEASE NOTE:**

This document must be completed, signed, and submitted with your application to the Utah Department of Commerce in order to obtain your license. For each section, check the statement that applies to you and enter the data on the line provided before sending it to the Utah Department of Commerce.

**Industry/Type:**  **Appraiser**    **Appraiser Trainee**    **Mortgage**    **Real Estate**  
 **Timeshare**                      **License or NMLS number:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

I certify under penalty of perjury that:

- I am a citizen of the United States and I have a valid US Drivers License or US State ID.  
License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_
  
- I am a citizen of the United States and do not have a valid US Drivers License or US State ID. *Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.*
  
- I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Drivers License or US State ID.  
License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_
  
- I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Driver License or US State ID. *Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.*

I hereby certify that I have read and understood this document, and that the information I have provided is true and accurate.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## LETTER OF WAIVER

State of Utah  
Department of Commerce  
Division of Real Estate

Utah Department of Commerce  
DIVISION OF REAL ESTATE  
160 East 300 South/PO Box 146711  
Salt Lake City, UT 84114-6711  
(801)530-6747

In connection with my appraiser application, I hereby authorize the Division of Real Estate to obtain my fingerprints and to review my past and present employment and education records, and to conduct a criminal history background check in order to ascertain any and all information which may be pertinent to my licensure qualifications. I do hereby release all government agencies including, but not limited to, the Utah State Bureau of Criminal Identification, the Federal Bureau of Investigation, the Utah Division of Real Estate, and the Utah Appraisal Licensing and Certification Board, and their employees, from any damages resulting from furnishing such information.

**WARNING:** If information received from the Utah Bureau of Criminal Identification or the Federal Bureau of Investigation indicates that I have failed to accurately disclose my criminal history to the Division of Real Estate, I understand that any appraiser license will be immediately and automatically revoked.

**REVIEW OF MY FBI RECORD:** I understand that I have the right to obtain my criminal history by contacting the FBI Field Office that serves my area for instruction on the procedure and any applicable fees. All residents of Utah should direct their inquiries to the Salt Lake City Field Office, 257 E 200 South, Ste 1200, Salt Lake City, UT 84111. Telephone: (801) 579-1400.

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Applicant name-PLEASE PRINT

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Applicant signature

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Date