

**ARIZONA BOARD OF APPRAISAL**  
1400 West Washington, Suite 360  
Phoenix, Arizona 85007  
(602)542-1539 FAX (602)542-1598  
Web Site: www.appraisal.state.az.us

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR  
LICENSED RESIDENTIAL APPRAISER**

The attached application is intended for use by applicants for Licensed Residential Appraiser. The qualifications required by this classification are set forth in *The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria adopted February 16, 1994, effective January 1, 1998, Includes all Interpretations and Supplementary Information as of January 1, 2002, and Appendix I, Criteria Revisions effective January 1, 2003*, issued by the Appraiser Qualifications Board of the Appraisal Foundation, and Board Statutes and Rules.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments with required highlighting, your Application will be considered incomplete and will delay the issuance of your License.

1. **FEES:** \$400.00. Make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send personal checks or business checks. Cash in the exact amount will be accepted if paid in person at the Board office. **Fees are nonrefundable.**
  
2. **DOCUMENTATION OF EDUCATION COMPLETED ON OR BEFORE 12/31/07:** 90 qualifying course hours, including a 15-hour National USPAP course or its AQB-approved equivalent. **If applicant has not completed ALL 90 qualifying course hours, including the 15-hour USPAP course, on or before 12/31/07, SKIP TO DOCUMENTATION OF EDUCATION COMPLETED ON OR AFTER 1/1/08, BELOW.** Applicant must submit verification of all education courses which are listed on the application by attaching to the application the certificate or transcript reflecting the successful completion of each course IN THE SAME ORDER AS LISTED ON THE APPLICATION. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED 90 HOURS. A 15-hour National USPAP course taken through distance education or taken more than two years preceding the date of the application WILL NOT BE ACCEPTED. If the applicant's education predates licensure/certification in Arizona, the applicant must also submit a course description. All courses must be approved by the Arizona Board of Appraisal **OR** approved by another state. Proof of course approval by another state must be submitted. Courses that are not approved by the Arizona Board of Appraisal or another state WILL NOT BE ACCEPTED. A list of Arizona-approved qualifying education courses is updated monthly on the Board's website. **NOTE: Pursuant to A.A.C. R4-46-201(A)(4), on and after 11/1/08, all applicants shall comply with Requirement #3 below regardless of when the education was completed.**
  
3. **DOCUMENTATION OF EDUCATION COMPLETED ON OR AFTER 1/1/08:** 150 qualifying course hours as specified by Appraisers Qualification Board 2008 Core Curriculum. Applicant must submit verification of all education courses which are listed on the application by attaching to the application the certificate or transcript reflecting the successful completion of each course IN THE SAME ORDER AS LISTED ON THE APPLICATION. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED 150 HOURS. A USPAP course taken through distance education or taken more than two years preceding the date of the application WILL NOT BE ACCEPTED. All courses must be approved to meet the 2008 Core Curriculum by the Arizona Board of Appraisal **OR** by another state. Proof of course approval to meet the 2008 Core Curriculum by another state must be submitted. Courses that are not approved by the Arizona Board of Appraisal or another state WILL NOT BE ACCEPTED. A list of Arizona-approved qualifying education courses is updated monthly on the Board's website.
  
4. **EXPERIENCE LOG:** Applicant must log **ACTUAL** time spent on each appraisal. **ACTUAL** time requirement for licensure is 2000 hours in not less than 18 months. Experience must have been acquired within ten years immediately preceding the filing of the application. Refer to the Criteria concerning what is considered **ACTUAL** time. Sample appraisal reports will be accepted as provided by the Criteria. There need not be a client in a traditional sense (i.e. a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience. All sample reports must be true appraisals of a subject property. The applicant must be named in each appraisal report as a significant contributor. The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses. Follow the specific Instructions for Completing the Experience Log.

5. **SUPERVISING APPRAISER'S NOTIFICATION OF ENGAGEMENT/TERMINATION OF TRAINEE:** Applicant must submit a copy of the signed Supervising Appraiser's Notification of Engagement/Termination of Trainee provided to the Board by each of applicant's supervising appraisers. **NOTE:** Pursuant to A.A.C. R4-46-201(D)(4), as of 1/1/07, each supervising appraiser is required to file the form with the Board for each of his/her trainees.

6. **DOCUMENTATION FOR APPLICANT WITH A CURRENT OR EXPIRED LICENSE/CERTIFICATE IN ANOTHER STATE:** Submit (1) copy of applicant's current license or certificate from the state in which applicant is a resident, (2) original, current (within the last 30 days) letter of good standing from **EACH STATE** applicant holds a real estate license or certificate, **AND** (3) original, current (within the last 30 days) history letter from **EACH STATE** applicant formerly held a real estate appraiser license or certificate. Current standing with National Registry will be verified.

7. **APPRAISAL REPORTS: DO NOT SUBMIT WITH THE APPLICATION.** Upon receipt of the application, not less than three (3) appraisal reports will be selected by staff from the experience log and requested in writing from the applicant. Two (2) of the selected reports must be residential and none of the selected reports can be older than two (2) years, unless chosen by the Board. The applicant must be named in the report as a significant contributor. The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses. No information on the submitted reports can be redacted or missing. The submitted reports must be signed. **The following must be highlighted and numbered in each report:** (1) The statement identifying the intended user and the intended use; (2) the significant contribution made by applicant; (3) the report option; (4) the scope of work; (5) the exposure time, if required; **AND** (6) the highest and best use. Refer to the attached list of violations of USPAP which are commonly found in sample reports and make sure your submitted appraisal reports do not contain these violations. **The submitted appraisal reports will be destroyed upon issuance of the license if not specifically requested to be returned by applicant.**

8. **DOCUMENTATION OF ANY "YES" ANSWERS TO QUESTIONS 12 THROUGH 22, INCLUSIVE:** *If you answer "YES" to question 12 through 22, inclusive, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event and SUBMIT THE FOLLOWING:* A. For **CRIMINAL** matters, 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. B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement. C. 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. D. Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification. E. Any additional documentation that the Board 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 unstage certified documents. Documents must remain in original order received.**

9. **FINGERPRINT CARD:** Submit a fingerprint card completed by a fingerprint technician, along with a CASHIER'S CHECK, CERTIFIED CHECK or MONEY ORDER in the amount of \$24.00 payable to DPS. Cash will not be accepted. Do not fold or staple the fingerprint card. To obtain a fingerprint card, pick up one from the Board office or send a **9" x 12" self-addressed envelope** to the Board office. The fingerprint card received from the Board office **must** be the card used for fingerprints because it has specific agency data preprinted on it. Fingerprinting agencies are listed in the local phone directory. It can take 2-3 weeks to receive fingerprint results from the FBI.

10. **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.

11. **ARIZONA LAW:** Applicant must certify that applicant has read, understands, and pledges to comply with the requirements of Chapter 36, Title 32, Arizona Revised Statutes and the Arizona Board of Appraisal Rules. **Note:** According to the Board 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.

12. **EXAMINATION:** Once the application has been approved by the Board, applicant will be provided written notice from the Board with the Arizona Appraiser Approval Form necessary to take the examination, as well as an Appraiser Examination Candidate Handbook.

13. **NATIONAL REGISTRY FEE:** \$50.00 **DO NOT SUBMIT WITH THE APPLICATION.** Once the Board has notification **DIRECTLY FROM THE TESTING COMPANY** that applicant has passed the examination, applicant will be notified by the Board IN WRITING and

payment of the National Registry fee will be requested. Upon request for payment of the National Registry fee, make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send personal or business checks. Cash in the exact amount will be accepted if paid in person at the Board office. Upon receipt of payment of the National Registry fee, the license will be issued.

**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.

### **COMMON VIOLATIONS TO BE AVOIDED**

(The following is in conformance with the 2008-2009 edition of USPAP. Please see prior editions of USPAP as applicable to work performed in prior years.)

- (1) The reports do not include the intended use or intended user. Refer to Standards Rule 2-2(a)(i), 2-2(b)(i) and 2-2(c)(i). The Application Review Committee suggests the following language:  
  
***This report is intended for mortgage lending with XYZ Lender as the intended user.***
- (2) The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses. Concerning trainee contribution to the appraisal report, the addendum should include the following language: "It is noted that \_\_\_\_ assisted significantly with this report by performing the following tasks under the direction of the appraiser: [Choose from] Considered the intended use/user; researched subject and comparable sale information; performed onsite inspection; developed the report; reconciled using the three approaches to value; offered a final opinion of value"; [OR indicate the assistance you specifically performed].
- (3) The estimated completion date for proposed improvements is not included in the reports as required under SR 1-2(d); also refer to the comments to Standards Rules 1-2(e), items (i) through (v); also refer to Standards Rules 2-2(a)(vi), 2-2(b)(vi), 2-2(c)(vi); also refer to Statements on Appraisal Standards No. 3 and No. 4.
- (4) The exposure time is not included in the reports. Refer to the Comment to Standards Rules 1-2(c); the Comment to Standards Rules 2-2(a)(v) and 2-2(b)(v), and Statement 6 (SMT-6).
- (5) The Highest and Best Use is not included in the reports. Refer to the Comments to Standards Rule 1-3(b); and to Standards Rules 2-2(a)(ix), 2-2(b)(ix), 2-2(c)(ix).
- (6) The Scope of Work is not included in the reports, as required under the Scope of Work Rule.
- (7) Standards Rules 1-5(a) and 1-5(b) require an appraiser, when the value opinion to be developed is market value, and if such information is available to the appraiser in the normal course of business, to analyze (1) all agreements of sale, options, or listings of the subject property current as of the effective date of the appraisal; and (2) all sales of the subject property that occurred within three years prior to the effective date of the appraisal. Standards Rules 2-2(a)(viii), 2-2(b)(viii) and 2-2(c)(viii) call for the written appraisal report to contain sufficient information to indicate compliance with the sales history requirement, and further requires that, if sales history information is unobtainable, the written appraisal report must include a commentary on the efforts taken by the appraiser to obtain the information.
- (8) The appropriate report option does not appear in the reports. Each report must prominently state which option is used, either Self-Contained Appraisal Report, or Summary Appraisal Report, or Restricted Use Appraisal Report, as stated in Standards Rule 2-2.

### **COMMON VIOLATIONS TO BE AVOIDED**

(The following is in conformance with the 2006 edition of USPAP. Please see prior editions of USPAP as applicable to work performed in prior years.)

- (1) The reports do not include the intended use or intended user. Refer to Standards Rule 2-2. The Application Review Committee suggests the following language:

***This report is intended for mortgage lending with XYZ Lender as the intended user.***

- (2) The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses. Concerning trainee contribution to the appraisal report, the addendum should include the following language: "It is noted that \_\_\_\_ assisted significantly with this report by performing the following tasks under the direction of the appraiser: [Choose from] Considered the intended use/user; researched subject and comparable sale information; performed onsite inspection; developed the report; reconciled using the three approaches to value; offered a final opinion of value"; [OR indicate the assistance you specifically performed].
- (3) The estimated completion date is not included in the reports.
- (4) The exposure time is not included in the reports. Refer to the Comment to Standards Rules 1-2(c) the Comment to Standards Rules 2-2(a) and (b)(v), and Statement 6 (SMT-6).
- (5) The marketing time is not included in the reports, as required through Supplemental Standards.
- (6) The scope of work is not included in the reports.
- (7) USPAP Standards Rules 1-5(a) and (b) require an appraiser, when the value opinion to be developed is market value, and if such information is available to the appraiser in the normal course of business, to analyze (1) all agreements of sale, options, or listings of the subject property current as of the effective date of the appraisal and (2) all sales of the subject property that occurred within three (3) years prior to the effective date of the appraisal. USPAP Standards Rules 2-2(a)(ix), (b)(ix) and (c)(ix) call for the written appraisal report to contain sufficient information to indicate compliance with the sales history requirement. Standards Rules 2-2(a)(ix), (b)(ix) and (c)(ix) further require that, if sales history information is unobtainable, the written appraisal report must include a commentary on the efforts taken by the appraiser to obtain the information.
- (8) The appropriate report option does not appear in the reports: Self-contained, or summary or restricted use. Refer to Standards Rule 2-2.

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

**APPLICATION FOR  
STATE LICENSED RESIDENTIAL REAL ESTATE APPRAISER**

\$400.00 Fee Submit a cashier's check, certified check or money order payable to the Arizona Board of Appraisal. Cash in the exact amount will be accepted if paid in person at the Board office. Personal or business checks WILL NOT be accepted.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question and include all required attachments with required highlighting, your Application will be considered incomplete and will delay the issuance of your License.

Current license number, if applicable \_\_\_\_\_ State \_\_\_\_\_

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 \_\_\_\_\_

4. Fax number \_\_\_\_\_

5. E-Mail address \_\_\_\_\_

6. Business name and address \_\_\_\_\_

\_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip)

7. Permanent residence address \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip)

8. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

9. List the businesses or occupations in which you are currently engaged involving real estate appraisal activities or equivalent experience and the names and addresses of all persons or firms by whom you were employed involving real estate appraisal activities during the period of claimed relevant experience. If self-employed, so state.

PLEASE PRINT OR TYPE

Employer	Address	City	State	Zip	Dates: From	To

10. **ALL EDUCATION HAS BEEN COMPLETED ON OR BEFORE 12/31/07.** *If applicant has not completed ALL 90 qualifying course hours, including the 15-hour USPAP course, on or before 12/31/07, SKIP TO QUESTION 11 BELOW.* List and attach documentation of the 90 hours of qualifying courses you have taken in subjects related to real estate appraisal (including coverage of the Uniform Standards of Professional Appraisal Practice). Acceptable documentation may consist of certificates and transcripts. Include only those courses lasting at least 15 hours in which you have successfully completed an examination. If you successfully challenged a course by examination prior to July 1, 1990, please specify. ***Include the percentage of hours taken through distance education. (Distance Education Courses may not exceed 75% of the total 90 hours.)***

Qualifying Course	Sponsoring Institution	Live Hours	Distance Education Hours	Date Completed	Total Hours
USPAP (15) _____					

\_\_\_\_\_ % Percentage of 90 hours obtained through distance education

11. **ALL OR PART OF EDUCATION HAS BEEN COMPLETED ON OR AFTER 1/1/08.** List and attach documentation of 150 hours of qualifying courses you have taken as specified by the Core Curriculum. Acceptable documentation may consist of certificates or transcripts. Include only those courses lasting at least 15 hours in which you have successfully completed an examination. ***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 150 hours.)***

Core Curriculum & Required Hours	Sponsoring Institution	Live Hours	Distance Education Hours	Date Completed	Total Hours
USPAP (15) _____					
Basic Appraisal Principles (30) _____					
Basis Appraisal Procedures (30) _____					
Residential Market Analysis And Highest and Best Use (15) _____					
Residential Appraiser Site Valuation and Cost Approach (15) _____					
Residential Sales Comparison and Income Approaches (30) _____					
Residential Report Writing and Case Studies (15) _____					

\_\_\_\_\_ % Percentage of 150 hours obtained through distance education

**NOTE: Pursuant to A.R.S. §32-3620, the Board requires a criminal background check. Refer to application requirements regarding submission of a fingerprint card. Your answers will be checked against local, state and federal records. Failure to answer any question accurately could cause denial of certification or could result in revocation of a license/certificate. If you do not fully understand a question, consult with an attorney.**

**If you answer "YES" to any question below, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event and SUBMIT THE FOLLOWING:** A. For **CRIMINAL** matters, 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. B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement. C. 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. D. Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification. E. Any additional documentation that the Board 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 original order received.**

- | <u>YES</u> | <u>NO</u> |  |
|------------|-----------|--|
| ___        | ___       | 12. Have you ever been charged with, convicted of or pled nolo contendere (no contest) to a criminal offense, other than a minor traffic violation, in this or any other jurisdiction (i.e., locality)? <b>You must answer "YES" even if you received a pardon, the conviction was set aside, the records were expunged, your civil rights were restored, and whether or not a sentence was imposed or suspended.</b>  |
| ___        | ___       | 13. Have you ever been or are you currently a defendant in any type of civil or criminal action involving fraud, misrepresentation, or deceit in this or any other jurisdiction (i.e., locality)?  |
| ___        | ___       | 14. Have you ever been or are you currently a defendant in any type of civil or criminal action involving appraisal(s) or appraisal services?  |
| ___        | ___       | 15. Have you ever filed an application in this state or any other state for appraiser licensure/certification which was denied? <b>If so, provide a copy of the letter or order stating the reasons for the denial.</b>  |
| ___        | ___       | 16. Have you failed any previous examination for appraiser licensure/certification in this or any other jurisdiction (i.e., locality)?   |
| ___        | ___       | 17. Have you ever been denied a license, registration, certification or permit to practice any regulated profession, occupation or vocation, or have you withdrawn an application for such a license, registration, certification or permit in this or any other jurisdiction (i.e., locality)? <b>If so, provide a copy of the letter or order stating the reasons for the denial.</b>  |
| ___        | ___       | 18. Have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against a license, certificate, registration, or membership by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e., locality)? <b>You must identify all complaints ever filed against you, pending or complete, including those filed with this Board. Even if a complaint against you was dismissed, you must answer "YES" and include an explanation.</b> |
| ___        | ___       | 19. Have you ever had any license, registration, certificate, membership or permit to practice any regulated profession, occupation or vocation revoked, annulled or suspended, put on probation, or disciplined in any way by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e., locality)?   |
| ___        | ___       | 20. Have you ever voluntarily withdrawn, surrendered, allowed to lapse, canceled or resigned a license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e., locality)?  |
| ___        | ___       | 21. Have you, after June 18, 1990, attempted to do business or held yourself out as being entitled to do business as an appraiser in this state, without then being the holder of a valid, current Arizona certificate or license authorizing you to do so?  |
| ___        | ___       | 22. Have you ever used, been known as or called by another name or alias other than the name signed to this application?   |

**SOCIAL SECURITY NUMBER SUPPLEMENT**

**ATTENTION: PLEASE READ CAREFULLY**

**A.R.S. § 25-320(N) MANDATES THAT EACH LICENSING BOARD OR AGENCY THAT ISSUES PROFESSIONAL OR OCCUPATIONAL LICENSES OR CERTIFICATES SHALL OBTAIN AND RECORD THE SOCIAL SECURITY NUMBER OF AN APPLICANT FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE OR CERTIFICATE.**

**TO ASSIST THE BOARD IN COMPLYING WITH THIS STATUTE, THIS FORM IS BEING FURNISHED FOR YOUR SOCIAL SECURITY NUMBER.**

**IN THE EVENT THAT A LICENSE IS ISSUED, THE LICENSE NUMBER WILL NOT BE THE SOCIAL SECURITY NUMBER. HOWEVER, THE SOCIAL SECURITY NUMBER WILL BE KEPT ON FILE. SEE A.R.S. § 25-320(N).**

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

**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 § 1-501 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 A 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 B or other document that evidences your status. A.R.S. § 1-501. 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. § 1-501)

- \_\_\_\_\_ 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

**Attachment: Lists A and B Evidence of U.S. Citizenship, U.S National Status, or Alien Status,**

## Attachment to Form 1 Applicant Statement

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

#### LIST A: U.S. CITIZEN OR U.S. NATIONAL

Note: In this List, the term "Service" refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

[Source: Proposed Rules, Verification of Eligibility for Public Benefits, 8 CFR § 104.23; 63 FR 41662-01 August 4, 1998); and Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

#### Evidence showing U.S. citizen or U.S. national status includes the following:

##### a. Primary Evidence:

- (1) A 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) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or
- (9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

[Source: Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

##### b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status:

- (1) Religious record recorded 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) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of 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) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital 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) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

##### c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

##### Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or

- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

**U.S. Virgin Islands:**

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

**Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):**

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

**d. Derivative Citizenship**

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make a determination of derivative U.S. citizenship:

**Applicant born abroad to two U.S. citizen parents:** Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

**Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent:** Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

**Applicant born out of wedlock abroad to a U.S. citizen mother:** - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

**Applicant born in the Canal Zone or the Republic of Panama:**

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

**e. Adoption of Foreign-Born Child by U.S. Citizen**

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

**f. U.S. Citizenship By Marriage**

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922. Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

## INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk (\*).

### a. **“Qualified Aliens”**

Evidence of “Qualified Alien” status includes the following:

#### ***Alien Lawfully Admitted for Permanent Residence***

- \* Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on \*I Form I-94.

#### ***Asylee***

- \* Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- \* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- \* Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

#### ***Refugee***

- \* Form I-94 annotated with stamp showing admission under § 207 of the INA;
- \* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- \* Form I-766 (Employment Authorization Document) annotated "A3"

#### ***Alien Paroled Into the U.S. for a Least One Year***

- \* Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

#### ***Alien Whose Deportation or Removal Was Withheld***

- \* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- \* Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

#### ***Alien Granted Conditional Entry***

- \* Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- \* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- \* Form I-766 (Employment Authorization Document) annotated "A3."

#### ***Cuban/Haitian Entrant***

- \* Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on \* Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

#### ***Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty***

- U.S. Citizenship and Immigration Service petition and supporting documentation

### b. **Nonimmigrant**

Evidence of “Nonimmigrant” status includes the following:

- \* Form I-94 with stamp showing authorized admission as nonimmigrant

### c. **Alien Paroled into U.S. for Less than One Year**

Evidence includes:

- \* Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA



**ARIZONA BOARD OF APPRAISAL  
EXPERIENCE LOG**

NAME: \_\_\_\_\_

Upon receipt of the application, not less than three (3) appraisal reports will be selected by staff from the Experience Log and requested in writing from the applicant. The addendum or certification page of each report should contain trainee's name and specify how trainee significantly contributed to the report. The applicant must claim appraisal experience on the Experience Log as prescribed by the Board. The Experience Log must be filled out according to the instructions below. Include in the Experience Log only appraisal reports which can be supported and are documented.

**INSTRUCTIONS FOR COMPLETING THE EXPERIENCE LOG:**

1. Type or print all information in ink only.
2. Entries must be made for each property claimed, as follows:

- \_\_\_ **DATE:** Indicate in chronological order the month and year of each appraisal report claimed (i.e. 1/2007). Use only one date for each appraisal. Duplications will not be accepted. Experience must have been acquired within ten years immediately preceding the filing of the application.
- \_\_\_ **STREET ADDRESS/CITY/STATE:** Indicate the street address, city and state location of the appraised property. Trainee should list sufficient information so that the report can be retrieved for the review by the Board.
- \_\_\_ **TYPE OF PROPERTY:** For residential appraisals, indicate the residential form number, i.e., 1004. **Forms 704, 1004D, 1075, 2000, 2000A, 2055 (EXTERIOR ONLY), 2065, 2070, 2075, and 2095 are not acceptable. Form 2055 with an interior inspection is acceptable (before 11/2/05); however, a cost approach must be in trainee's work file, and must be submitted with the appraisal report.** For nonresidential appraisals, indicate "N".
- \_\_\_ **WORK PERFORMED BY TRAINEE:** Indicate the significant contribution stated in the appraisal report that was completed by the trainee. The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses.
- \_\_\_ **INSPECTION:** Indicate whether trainee inspected the property. Supervising appraiser must personally supervise the entire physical inspection of each appraised property with the trainee.
- \_\_\_ **SCOPE OF REVIEW AND SUPERVISION OF SUPERVISING APPRAISER:** Indicate how trainee was supervised by supervising appraiser.
- \_\_\_ **ACTUAL TIME:** Indicate the actual contribution time trainee spent in preparation of the report in increments of quarter hours; i.e., one quarter hour (15 minutes) is .25; one half hour (30 minutes) is .50 and three quarters hour (45 minutes) is .75; one and one quarter hour is 1.25. The time spent driving to and from an appraisal assignment ("drive time") may qualify as appraisal experience if it is considered to be a part of the appraisal process.
- \_\_\_ **SIGNATURE AND STATE LICENSURE/CERTIFICATION NUMBER OF SUPERVISING APPRAISER:** The supervising appraiser must sign each page of the Experience Log acknowledging approval of the information provided. An electronic signature will not be accepted. **OBTAIN AS EACH PAGE IS COMPLETED.**
- \_\_\_ **PAGE TOTAL:** The actual time must be totaled on each page.
- \_\_\_ **GRAND TOTAL:** Indicate the grand total of all actual experience hours on the LAST PAGE of the experience log.
- \_\_\_ **WORKFILES:** Indicate the name and address of the person(s) in possession of the workfiles of the appraisals listed on each page.
- \_\_\_ **SUPERVISING APPRAISER:** Print the name, address, and license/certificate number of the supervising appraiser(s) for the appraisals listed on each page.
- \_\_\_ **APPLICANT NAME AND DATE SUBMITTED:** Print trainee's name and fill in the date trainee submitted the Experience Log on each page.

**ARIZONA BOARD OF APPRAISAL  
EXPERIENCE LOG**

DATE 00/0000	STREET ADDRESS/CITY/STATE	TYPE OF PROPERTY (RESIDENTIAL FORM # OR N=NONRESIDENTIAL)	WORK PERFORMED (SIGNIFICANT CONTRIBUTION) BY TRAINEE	INSPECTED (Y=YES N=NO)	SCOPE OF REVIEW AND SUPERVISION OF SUPERVISING APPRAISER	ACTUAL WORK HOURS
<b>SIGNATURE OF SUPERVISING APPRAISER <u>FOR THIS PAGE</u></b>						
<b>Page Total</b>						
<b>Grand Total (Last Page of Experience Log Only)</b>						

Workfiles for appraisals listed on this page are located at: \_\_\_\_\_

Print name and state licensure/certification number of supervising appraiser(s) for this page: \_\_\_\_\_

Applicant name for this page: \_\_\_\_\_ Date submitted: \_\_\_\_\_