



ARIZONA BOARD OF APPRAISAL

1400 West Washington, Suite 360
Phoenix, Arizona 85007
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Email: appraisal@appraisal.state.az.us
Website: www.appraisal.state.az.us

REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR CERTIFIED RESIDENTIAL APPRAISER

The attached application is intended for use by applicants for Certified Residential Appraiser. The qualifications required by this classification are set forth in *The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria* (Real Property Appraiser Qualification Criteria Effective January 1, 2008; Appendix, Real Property Appraiser Qualification Criteria Prior to January 1, 2008; Includes All Interpretations and Supplementary Information as of February 1, 2007) 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 Certificate.

1. FEES

\$400.00 APPLICATION FEE

- a. Submit 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. Application fees are nonrefundable.

\$24.00 FINGERPRINT CARD PROCESSING FEE

- a. 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.
- b. To obtain a fingerprint card, pick one up 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.
- c. It takes about 4 weeks to receive fingerprint results from the FBI. Results will be submitted to the Boards office.

\$80.00 NATIONAL REGISTRY FEE

- a. **DO NOT SUBMIT WITH THE APPLICATION.** Once the Board has notification **DIRECTLY FROM THE TESTING COMPANY** that the applicant has passed the examination, applicant will be notified by the Board IN WRITNG 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 certificate will be issued.

2. DOCUMENTATION OF EDUCATION:

- a. 200 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.
- b. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED 200 HOURS.
- c. A USPAP course taken through distance education or taken more than two years preceding the date of the application WILL NOT BE ACCEPTED.
- d. 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 to **meet the 2008 Core Curriculum** by the Arizona Board of Appraisal or another state WILL NOT BE ACCEPTED. The submitted certificates for courses approved by the Board **must be** on the Board's form of certificate. A list of Arizona-approved qualifying education courses is updated monthly on the Board's website.

3. **DOCUMENTATION OF ASSOCIATE DEGREE, OR HIGHER, FROM AN ACCREDITED COLLEGE, JUNIOR COLLEGE, COMMUNITY COLLEGE, OR UNIVERSITY:**
- Applicant must attach a copy of applicant's associate degree, or higher, **OR** college transcript of successfully passing a total of at least 21 semester credit hours of collegiate subject matter courses in (1) English composition; (2) principles of economics, micro or macro; (3) finance; (4) algebra, geometry or higher mathematics; (5) statistics; (6) introduction to computers—word processing/spreadsheets; and (7) business or real estate law. Applicant must number the courses listed on the transcript to match these required subject matter courses.
4. **EXPERIENCE LOG:**
- Applicant must log **ACTUAL** time spent on each appraisal. **ACTUAL** time requirement for certification is 2500 hours in not less than 24 months. Refer to the Criteria concerning what is considered **ACTUAL** time. Experience must have been acquired within ten years immediately preceding the filing of the application.
 - The experience log must reflect **two (2) or more complex appraisals** and **two (2) or more multi-family appraisals**. Please note: multi-family appraisals are not considered complex unless they also fall under the definition of complex as described in A.R.S. §32-3601(10) "Complex on to four residential units".
 - 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.
 - 75% of applicant's experience must include work product where applicant inspected the subject property. 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; ; **AND** as of 5/31/08, a supervising appraiser who does not file the form with the Board may be subject to disciplinary action and the trainee will not receive credit for hours logged during the period that the supervising appraiser failed to file the form with the Board.
6. **APPLICANT WHO HOLDS A CURRENT ARIZONA LICENSE:**
- Education:** Refer to Requirements #2 and #3, above. Applicant must provide proof of a 15-hour National USPAP course **TAKEN WITHIN TWO YEARS PRECEDING THE DATE OF APPLICATION.** **Note:** A License holder who was licensed through reciprocity must provide proof of all education as outlined in Requirements #2 and #3, above.
 - Experience:** Refer to Requirement #4, above. However, if the experience for applicant's current license was obtained less than ten years ago, applicant must provide only proof of experience for the required additional experience hours for Certified Residential certification. The total 2500 hours must be obtained in not less than 24 months.
 - Note:** A License holder who was licensed through reciprocity must provide proof of all experience as outlined in Requirement #4, above.
7. **APPRAISAL REPORTS REQUESTED BY THE BOARD:**
- DO NOT SUBMIT WITH THE APPLICATION.** Upon receipt of the application, appraisal reports will be selected by staff from the experience log and requested in writing from the applicant. Four of the selected reports must be current within two (2) years immediately preceding the filing of the application
 - The Board will select **two (2) or more complex appraisals** and **two (2) or more multi-family appraisals** (see Requirement #4, above). Each of these required reports must have been acquired within two (2) years immediately preceding the filing of the application.
 - Additional reports may be requested 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.

- e. **The following must be highlighted and numbered in each report:** (1) the significant contribution made by applicant; *AND* (2) the highest and best use. **The submitted appraisal reports will be destroyed upon issuance of the certificate if not specifically requested to be returned by applicant.**

8. **DOCUMENTATION OF ANY "YES" ANSWERS TO QUESTIONS 10 THROUGH 20 INCLUSIVE:**

- a. If you answer "YES" to question 13 through 23, inclusive, provide a signed, detailed statement describing the facts and circumstances, including 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) Presentence 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.
 - 4) Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification or additional documentation that the Board may require.
- c. **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.***

9. **ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS:**

- a. 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.

10. **ARIZONA LAW:**

- a. 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.
- b. **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. Application fees are nonrefundable.

11. **EXAMINATION:**

- a. 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.

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.



ARIZONA BOARD OF APPRAISAL

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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 CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER**

\$400.00 Application 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 Certificate.

Current license/certificate number, if applicable _____ State _____

1. Legal name of applicant Mr. Ms. _____
(Last) (First) (Middle)

2. Mailing Street Address _____

City _____ County _____ State _____ Zip _____

3. Daytime telephone # (_____) _____ Fax # (_____) _____

NOTE: All mail will be sent to your mailing address and items 1 through 3 will be posted on the Board's website.

4. Personal E-Mail Business E-Mail _____

5. Business name and address _____

Street Address _____

City _____ County _____ State _____ Zip _____

6. 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

7. List and attach documentation of 200 hours of qualifying courses you have taken as specified by the Core Curriculum. Acceptable documentation may consist of certificates or transcripts. The submitted certificates for courses approved by the Board **must be** on the Board's form of certificate. Courses that are not approved by the Arizona Board of Appraisal or another state **to meet the 2008 Core Curriculum WILL NOT BE ACCEPTED.** 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 200 hours.)**

Core Curriculum & Required Hours	Sponsoring Institution	Live Hours	Distance Education Hours	Date Completed	Total Hours
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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) _____

Statistics, Modeling and Finance (15) _____

Advanced Residential Applications and Case Studies (15) _____

Appraisal Subject Matter Electives (20) _____

(May include hours over minimum shown above in other modules)

Percentage of 200 hours obtained through distance education _____%

8. List and attach a copy of each Associate Degree, or higher, applicant obtained from an accredited college, junior college, community college, or university. **If applicant does not have a college degree, SKIP TO QUESTION 11 BELOW.**

College

Type of Degree

9. List and attach a copy of applicant's college transcript proving that applicant has successfully passed a total of at least 21 semester credit hours of collegiate subject matter courses each of the following courses. Applicant must number the courses listed on the transcript to match these required subject matter courses.

(a) _____ (hours) English composition

(b) _____ (hours) Principles of economics, micro or macro

(c) _____ (hours) Finance

(d) _____ (hours) Algebra, geometry or higher mathematics

(e) _____ (hours) Statistics

(f) _____ (hours) Introduction to computers—word processing/spreadsheets

(g) _____ (hours) Business or real estate law

TOTAL _____ HOURS

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.**

YES NO

- ____ ____ 10. 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)? **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.**
- ____ ____ 11. 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)?
- ____ ____ 12. Have you ever been or are you currently a defendant in any type of civil or criminal action involving appraisal(s) or appraisal services?
- ____ ____ 13. Have you ever filed an application in this state or any other state for appraiser licensure/certification which was denied? **If so, provide a copy of the letter or order stating the reasons for the denial.**
- ____ ____ 14. Have you failed any previous examination for appraiser licensure/certification in this or any other jurisdiction (i.e., locality)?
- ____ ____ 15. 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)? **If so, provide a copy of the letter or order stating the reasons for the denial.**
- ____ ____ 16. 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)? **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.**
- ____ ____ 17. 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)?
- ____ ____ 18. 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)?
- ____ ____ 19. 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?
- ____ ____ 20. Have you ever used, been known as or called by another name or alias other than the name signed to this application? (example: maiden name, Jr., III ect...)

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 CERTIFICATE IS ISSUED, THE CERTIFICATE 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).

23. Social Security Number: _____

24. Name: _____
(First) (Middle) (Last)

25. Date of Birth: _____ Place of Birth: _____

26. Permanent Resident Address: _____
City _____ County _____ State _____ Zip _____

**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.

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED 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. Experience Logs may be also be computer generated following the form.
2. Entries must be made for each property claimed, as follows:

- ___ **DATE:** Indicate in chronological order the date of the report (Month, Day, Year). 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.
- ___ **PROPERTY ADDRESS:** Indicate the street address, city, state and zip code 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 the type of property, such as store, golf course, office building, etc.)
- ___ **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.
- ___ **SCOPE OF SUPERVISING APPRAISER'S REVIEW AND SCOPE OF SUPERVISING APPRAISER'S SUPERVISION:** Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed. Assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. See attached sample completed Experience Log.
- ___ **PROPERTIES INSPECTED:** Enter the number of total actual hours to prepare the appraisal for each property that the trainee inspected with the supervising appraiser. If the trainee did not inspect the subject property, enter "0".
- ___ **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.
- ___ **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.
- ___ **PERCENTAGE OF TOTAL PROPERTIES WHERE APPLICANT INSPECTED PROPERTY:** Fill in the percentage of properties inspected by applicant by dividing the first column of the Grand Total by the last column of the Grand Total on the LAST PAGE of the Experience Log. The percentage must equal at least 75%.
- ___ **WORKFILES:** Indicate the name and address of the person(s) in possession of the workfiles of the appraisals listed on each page.
- ___ **DATE AND TRAINEE/APPLICANT SIGNATURE:** Trainee MUST date and sign each page as it is completed.
- ___ **SIGNATURE AND STATE CERTIFICATION NUMBER OF SUPERVISING APPRAISER:** The supervising appraiser MUST sign AND provide his/her state certification number on each page of the Experience Log acknowledging approval of the information provided AS EACH PAGE IS COMPLETED BY TRAINEE. An electronic signature will not be accepted.

1/09 BOARD ADOPTS SUBSTANTIVE POLICY STATEMENT #5, GUIDELINES FOR EVALUATING EXPERIENCE FROM A LICENSED OR A CERTIFIED RESIDENTIAL APPRAISER WORKING TOWARD A NEW CLASSIFICATION. On January 15, 2009, the Board adopted Substantive Policy Statement #5, Guidelines for Evaluating Experience from a Licensed or Certified Residential Appraiser Working toward a New Classification. The substantive policy statement reads as follows:

**ARIZONA BOARD OF APPRAISAL
SUBSTANTIVE POLICY STATEMENT #5**

**GUIDELINES FOR EVALUATING EXPERIENCE FROM
A LICENSED OR A CERTIFIED RESIDENTIAL APPRAISER
WORKING TOWARD A NEW CLASSIFICATION**

The Board interpreted its rules from 7/2/07 through 11/20/08 as follows: a licensed or a certified residential appraiser working toward a new classification did not fall under the definition of "Trainee" and did not require a "Supervising Appraiser." On 11/20/08, the Board determined that a licensed or a certified residential appraiser working toward a new classification does fall under the definition of "Trainee" and does require a "Supervising Appraiser."

As a result of the Board's 11/20/08 interpretation of "Trainee", the Board will treat experience logs submitted by a licensed or a certified appraiser working toward a new classification as follows:

1. Experience without a supervising appraiser through 3/31/09 will be evaluated on experience logs submitted with applications filed by a licensed or a certified residential appraiser working toward a new classification.
2. Experience without a supervising appraiser on and after 4/1/09 will not be evaluated on experience logs submitted with applications filed by a licensed or a certified residential appraiser working toward a new classification.
3. A supervising appraiser supervising a trainee who is a licensed or certified appraiser working toward a new classification must comply with A.A.C. R4-46-201, including but not limited to, completing the required supervising appraiser/trainee course and filing a notification of engagement of trainee with the Board.
4. Pursuant to A.R.S. § 32-3615(A), each applicant for certification shall have experience that was acquired within ten years immediately preceding the filing of the application for certification.

**ARIZONA BOARD OF APPRAISAL
SUBSTANTIVE POLICY STATEMENT #6**

**GUIDELINES FOR EVALUATING COMPLEX EXPERIENCE FROM
APPLICANTS SEEKING CERTIFICATION AS A CERTIFIED RESIDENTIAL APPRAISER**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes § 41-1033 for a review of the statement.

A.R.S. §32-3612(A)(2) defines State certified residential real estate appraisers as “those persons meeting the requirements for certification relating to the appraisal or appraisal review of one to four residential units without regard to value or complexity.” Implicit in this definition is the requirement that a Certified Residential Appraiser possess the advanced technical ability and experience to competently complete a “complex”¹ assignment in the residential one to four unit classification.

All applicants seeking certification as a Certified Residential Appraiser must demonstrate the ability to competently complete appraisals consisting of complex one to four residential units. Therefore, all applicants for Certified Residential Appraiser shall submit at least two complex appraisals for the Board's review in determining whether the applicant satisfies the requirements for certification. All criteria for Certified Residential Appraiser shall remain.

This Substantive Policy Statement shall become effective immediately after it is filed with the Arizona Secretary of State.

¹ “Complex one to four residential units” is defined in A.R.S. §32-3601(10) as “property that is atypical for the marketplace. Atypical factors may include architectural style, age of improvements, size of improvements, size of lot, neighborhood land use, potential environmental hazard liability, leasehold interests, limited readily available comparable sales data or other unusual factors.”

Adopted by the Board 9/23/2010

ARIZONA BOARD OF APPRAISAL SAMPLE EXPERIENCE LOG

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
1/6/06		123 Oak Street Washington, DC 20005			1004	Neighborhood, subject and comp data research ad analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation	Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with trainee, including physical inspection of subject property	7	7
6/7/06		455 Pine Street Washington, DC 20005			1004	Neighborhood, subject and comp data research and analyses, inter/exterior property inspection, cost/sales comparison approach, final reconciliation	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info, discussed with trainee, signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analyses used in cost approach, physical inspection of subject property with trainee	7	7
1/10/07		202 Spruce Street Washington, DC 20005			Multifamily	Neighborhood, subject and comp data research and analyses, cost/sales comparison, income approach, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analysis; inspected subject property without trainee	0	10
1/24/07		115 Pennsylvania Ave. Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/ income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property	30	30
8/14/07		200 S. Broadway Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales/comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed report	Oversight of comparable data selection and analyses, provided direction in DFC analyses used in income approach, physical inspection of subject property with trainee	40	40
1/10/08		300 Capitol Avenue Washington, DC 20005			Office Building	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analyses, physical inspection of subject property with trainee	40	40
Page Total									184	194
Grand Total (Last Page of Experience Log Only)									184	194
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%									94 %	

Workfiles for appraisals listed on this page are located at: Office of Stanley A. Supervisor, 111 Vine Avenue, Washington, DC 20005

3/10/08
Date

Thomas D. Trainee
Signature of Trainee/Applicant

Stanley A. Supervisor
Signature of Supervising Appraiser

39999
State Certification Number

