

# NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS & ETHICS BOARD

PO Box 1336  
Bismarck, ND 58502-1336  
Telephone/Fax: (701) 222-1051

Received: \_\_\_\_\_  
Issued: \_\_\_\_\_  
Permit Type: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Board Approved: \_\_\_\_\_

## APPLICATION FOR ISSUANCE OF APPRAISER LICENSURE/CERTIFICATION FOR APPRAISERS LICENSED OR CERTIFIED BY ANOTHER STATE

North Dakota Appraiser Rules and Regulations (Title 101-02-02.1-01) state:

*"The board shall issue a permit to an applicant who is licensed or certified in good standing by another state if the other state's current requirements to be licensed or certified are at least substantially equivalent to the requirements imposed by this state, and if grounds for denial of the applications under North Dakota Century code section 43-23.3-18 do not exist..... The board may request work product from an applicant if the applicant has a history of disciplinary action."*

To make application via reciprocity you must:

1. Complete this application in its entirety.
2. Submit to a criminal history records check. *(Required forms and instructions can be found on our website at [www.ndppraiserboard.org](http://www.ndppraiserboard.org). Your application will not be processed until your background check is complete)*
3. Certify that you are licensed or certified in good standing another state.  
*(You must request a letter of history/good standing from the state and submit it to the ND Appraiser Board office)*
4. Certify that disciplinary proceedings are not pending against the applicant in any jurisdiction.
5. Provide documentation of the current requirements of the state in which you were originally licensed or certified.
6. Pay the application fee (\$400). *(Payable to ND Appraiser Board-Fees are NOT refundable and are NOT prorated)*

If you do not answer EVERY question and include all required documentation, your application will be considered incomplete and will delay the issuance of your permit. *All permits expire 12/31 of each year.*

**Mail completed application, fee, and supporting documents to: ND Appraiser Board, PO Box 1336  
Bismarck ND 58502-1336**

**MAKING APPLICATION FOR: (Check one only)**

**APPLICATION FEE: \$400**

Licensed Appraiser

Certified Residential Appraiser

Certified General Appraiser

**PLEASE TYPE OR PRINT CLEARLY IN INK:**

1. Name: \_\_\_\_\_  
Last First MI

2. Birth Date / Social Security No. \_\_\_\_\_  
Birth Date Social Security No.

3. Resident Address: \_\_\_\_\_  
Street Address/ P.O. Box

\_\_\_\_\_  
City State Zip Code Area Code / Telephone #

3. Business Name: \_\_\_\_\_  
Area Code/Telephone #

Business Mailing Address: \_\_\_\_\_  
Street Address / P.O. Box City

\_\_\_\_\_  
State County Zip Code E-mail Address

4. Original appraiser license/certificate issued under the laws of the state of: \_\_\_\_\_

Type of Permit \_\_\_\_\_ Permit Number: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

**5. What other appraiser permit(s) do you hold? Indicate state(s), license/certificate number(s), and type(s):**

State of Issuance:	Type of Permit:	Licensure/Certification #	Expiration Date:

**6. If you answer “yes” to any question below, on a separate sheet, provide a signed, detailed statement describing the facts and circumstances pertinent to your case. In addition, provide copies of all final court documents that identify the charges (pending or otherwise) and the penalty assessed. Please answer truthfully, should review of the ASC National Registry, other state letter of history or the criminal history records check find otherwise, you may be in violation of NDCC 43-23.22.**

- A. Have you EVER had a real estate appraiser, or any other professional license or certification denied or surrendered, or disciplined with suspension, reprimand, probation, revocation, or any other method of discipline in North Dakota or any other state of jurisdiction? \_\_\_\_ Yes \_\_\_\_ No
- B. Are you the subject of ANY pending investigation, administrative sanction proceeding, hearing, trial or similar action by an agency or board that has granted or denied you a license or certification to engage in any regulated occupation, trade or profession in North Dakota or in any other state or jurisdiction? \_\_\_\_ Yes \_\_\_\_ No
- C. Have you EVER practiced, or held yourself as being certified or licensed to practice real estate appraisal in any state, when in fact you were not certified or licensed to do so? \_\_\_\_ Yes \_\_\_\_ No
- D. Have you EVER been convicted or placed on probation for a criminal offense, other than for misdemeanor traffic violations, or are there any criminal charges pending against you? \_\_\_\_ Yes \_\_\_\_ No

**7. If you answer yes to either of the following questions, you must submit with this application a copy of military orders and current military ID for the military member:**

- E. Are you a member of the military? \_\_\_\_ Yes \_\_\_\_ No
- F. Are you a licensed or certified appraiser in another state who is a spouse of a member of the armed forces of the United States or a reserve component of the United States stationed in North Dakota in accordance with military orders or stationed in North Dakota before a temporary assignment to duties outside of this state? \_\_\_\_ Yes \_\_\_\_ No

**AFFIDAVIT TO BE COMPLETED BY APPLICANT:** **STATE OF** \_\_\_\_\_

I hereby make application for a North Dakota appraiser permit by reciprocity in accordance with the North Dakota Century Code 43-23.3 and the related rules adopted by the North Dakota Real Estate Appraiser Qualifications and Ethics Board. I enclose the required application and registration fee. I affirm that I have read and agree to comply with all provisions of the North Dakota Appraiser laws and rules.

I hereby authorize the state agency issuing my original appraiser license/certificate, to release to the North Dakota Real Estate Appraiser Qualifications and Ethics Board any and all information in my files concerning complaints or charges brought before it, whether or not the matter resulted in disciplinary action against me. This authorization specifically includes information that may otherwise be deemed privileged or confidential. I hereby also waive any procedural due process protections that may otherwise entitle me to a hearing before the release of this information.

I hereby swear (or affirm) under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed any information that might have a bearing on this application.

\_\_\_\_\_  
Signature of Applicant (Date)

**SEAL**

Subscribed and Sworn Before Me, This \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)