



# NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS & ETHICS BOARD

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## CRIMINAL HISTORY RECORD CHECK GENERAL INFORMATION:

### **APPRAISAL MANAGEMENT COMPANIES:**

Background checks are required pursuant to NDCC 43-23.5-23 *"The board shall require an applicant for registration under section 43-23.5-03, an owner under section 43-23.5-08, or a controlling person under section 43-23.5-09 to submit to a statewide and a nationwide criminal history record check. The nationwide criminal history record check must be conducted in the manner provided in section 12-60-24. All costs associated with obtaining a background check are the responsibility of the applicant or the regulated individual."*

### **APPRAISERS:**

Pursuant to NDCC 43-23.4-24, background checks are required for applicants applying for apprentice, licensure or certification ...*"The board shall require an applicant for a permit, under sections 43-23.3-04, 1, 43-23.3-07, 43-23.3-08, and 43-23.3-09, and may require a permittee to submit to a statewide and nationwide criminal history record check. The nationwide criminal history record check must be conducted in the manner provided in section 12-60-24. All costs associated with obtaining a background check are the responsibility of the applicant or permittee."*

The following Criminal History Record Check documents must be completed and submitted, with payment, directly to the North Dakota Real Estate Appraiser Board Office:

1. **Criminal History Record Check Request Form** (SFN 60688)
2. **Personal Authorization for Criminal History Record Information** (SFN 51156)
3. **Criminal History Record Check Fee:** All costs associated with obtaining a background check are the responsibility of the applicant. The fee is \$41.25 and the check or money order must be made payable to ND Attorney General.
4. **Two Fingerprint Cards:** 2 completed fingerprint cards containing the fingerprints of the applicant are required.
5. **Fingerprint Verification Form** (Must be completed by the fingerprint technician).

You may request a fingerprint packet from the ND Real Estate Appraiser Board Office, or, the Criminal History Record Check Request Form and Fingerprint Verification Form will be available on our website. Fingerprint cards will either have to be mailed, or, you may utilize the fingerprint cards available at any authorized finger printer location. **If using fingerprint cards directly from an authorized finger printer, applicants should leave the following sections blank: 1) Reason Fingerprinted and 2) the ORI #.**

**Your completed fingerprint card(s) and Fingerprint Verification Form must be placed in a sealed envelope by the finger print technician.**

Please submit the sealed envelope, Criminal History Record Check Request form and payment (made payable to ND Attorney General) directly to the ND Real Estate Appraiser Board office at PO Box 1336, Bismarck ND 58502-1336.