NORTH DAKOTA REAL ESTATE APRAISER QUALIFICATIONS & ETHICS BOARD

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Checklist to Register as an Appraisal Management Company in North Dakota

General Information

Beginning September 20, 2018 all appraisal management companies conducting business in North Dakota must be registered in North Dakota in order to continue to provide, or offer to provide, appraisal management services in this State.

- ✓ Please review the North Dakota Laws and Rules governing an Appraisal Management Company.
- ✓ Complete and sign the application. Be sure to keep a copy for your records.
- ✓ Enclose the non-refundable application fee of $2,500.00. Checks must be made payable to the North Dakota Appraiser Board. There is a $30.00 fee for returned checks.
- ✓ A Criminal History Record check: In accordance with 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."*
- ✓ 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. **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.
    3. **Two Fingerprint Cards**: 2 completed fingerprint cards containing the fingerprints of the applicant are required.
    4. **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.

- ✓ Attach a signed and notarized Irrevocable Consent to Service of Process if Applicant/Registrant is an out of state entity.

- ✓ Attach a copy of the surety bond or letter of credit. The Bond "Obligee" should be addressed as "**The State of North Dakota"**.

- ✓ When the application is complete, it will be processed by Board Staff for registration. The contact person may be notified if additional information is required or if the applicant is required to appear before the Board.

- ✓ Once an application is processed and approved a registration number will be issued.