







LICENSING	 602-771-2800	Financial Services	 felicensing@difi.az.gov
	 602-771-2800	Real Estate Appraisal	 realicensing@difi.az.gov
	 602-364-4457	Insurance Licensing	 insurancelicensing@difi.az.gov

PLEASE NOTE: Only the controlling person of the applicant may submit this application.

Complete the application and submit all the necessary requirements. By the end of the application, you will be asked to pay the application fee in the amount of **\$2,500.00**.







Controlling Person - Each appraisal management company shall designate one controlling person who will be the main contact for all communication between the Department and the appraisal management company. This person is required to be the submitter of the initial and any subsequent renewal applications.

Address Information - The name, residence address (if applicable), business address and telephone number of the applicant and the location of each principal office and branch office at which the appraisal management company will conduct business in this state is required.

Ownership/Management Information

- The name, residence address, business address, email address and telephone number of each person who has ownership interest in the appraisal management company as a principal, partner, officer, director or trustee, specifying the capacity and title of each person. If an entity has ownership interest, then the ownership of that entity must also be provided.
- An appraisal management company applying for registration may not be owned by a person or have any principal of the company who has had any financial, real estate or mortgage lending industry license or certificate refused, denied, canceled, revoked or voluntarily surrendered in this state or in any other state. This requirement **may** be waived at the discretion of the deputy director.

Arizona Department of Public Safety (DPS) fingerprint clearance card - Each person that owns, is an officer of or has a financial interest in an appraisal management company in this state shall apply for a valid fingerprint clearance card with DPS. More information on this process can be found [here](#).

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Disciplinary Documentation for Courts and/or Other State Boards (if applicable) -







On the Declarations page of this application, upload the following documentation for a previous or existing case.

- Provide a signed statement disclosing the incident; including a date and location of incident.
- In addition, please submit the following:
 - For **CRIMINAL** matters, (1) Complaining and indictment; (2) Information; (3) Plea Agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing Documents; (7) Probation papers; (8) Restoration of Civil Rights/Expungement/Dismissal documents.
 - For **CIVIL** matters, (1) Complaint; (2) Amended Complaint; (3) Findings of Fact and Conclusions of Law; (4) Satisfaction of Judgment; (5) Settlement Agreement.
 - For **DISCIPLINARY ACTIONS**, (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.
- **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.

Notice to Applicant Pursuant to A.R.S. § 41-1030 - An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition. This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section. A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissed pursuant to the Agency’s adopted personnel policy. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

AMC Application Instructions

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