

NONRESIDENT TEMPORARY APPLICATION INSTRUCTIONS

Pre-requisites for a non-resident temporary license or certificate:

1. Be licensed or certified as an appraiser in a state other than Arizona;
2. No more than 10 non-resident temporary licenses or certificates can be issued to an individual in any 12-month period.

CRITERIA REQUIRED FOR NONRESIDENT TEMPORARY APPLICATION

- Fees
- Background check
- Engagement Letter
- Irrevocable consent of service of process
- Documentation of "Yes" Answers
- Proof of U.S. Citizenship, U.S. National Status, or Alien Status

I. Fees for Initial Application

Licensed or Certified Appraiser \$150.00

II. Background Check

Applicants must undergo a criminal background check through the Arizona Department of Public Safety (DPS).

III. Engagement Letter

1. Have a dated and signed letter from a client that names the individual and indicates the client has engaged the individual to conduct an appraisal in Arizona.
2. Identifies the property or properties to be appraised.
3. Specifies a date certain for completion of the assignment that is no more than one year. This must be a future date.

IV. Complete and submit form: Irrevocable Consent to Service of Process.

V. Documentation of "Yes" Answers on the Questioner Page

1. Provide a signed statement disclosing the incident; include a date and location of incident.
2. In addition, submit the following:
 1. For **CRIMINAL** matters, a certified copy of (1) Complaint 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.
 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 any state, other than Arizona, in which applicant is licensed/ certified at the time of application.

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/ or court.

VI. Proof of U.S. Citizenship, U.S. National Status, or Alien Status

Applicant must submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per [A.R.S. §41-1080](#).