



NONRESIDENT TEMPORARY APPLICATION INSTRUCTIONS
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 CERTIFIED GENERAL APPLICATION

- \$150 Application Fee
- Background check/Fingerprint Clearance Card
- Engagement Letter
- Proof of U.S. Citizenship, U.S. National Status, or Alien Status
- Irrevocable consent of service of process
- Documentation of "Yes" Answers
- Background check/Fingerprint Clearance Card

DIFI application portal:

<https://azdifi.portalus.thentiacloud.net/webs/portal/#/>

DIFI website link:

<https://difi.az.gov/industry/real-estate-appraisers/nonresident-temporary-appraisers>

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.

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

Submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per A.R.S. §41-1080.

Irrevocable Consent to Service of Process.

Complete and submit form.

Disclosure Questions with a 'Yes' Answer:

Provide a statement disclosing the incident, including a date and location. In addition, submit:

- 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.
- For **CIVIL** matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
- 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.

Background Check/ Non-IVP Fingerprint Clearance Card

Apply for a criminal background check through the AZ Department of Public Safety (DPS).

- To apply go to: <https://www.azdps.gov/services/public/fingerprint>
 - Apply for a **Non IVP, Fingerprint Clearance Card.**
 - For **appraiser** licensing
 - Select basic fee type of **\$67**
 - Your fingerprints will be required. Fingerprints can be submitted via Live Scan or by mailing in your inked prints. Follow DPS's instruction on what option you can use.
 - For applicants needing to get inked fingerprints: Use a professional fingerprinting service of your choice. Contact that provider to verify they have form '**FD-258**' in stock, as this is the form to use for inking your prints. Follow AZ DPS's instructions on mailing in this form.
- With your appraiser application, include the fingerprint clearance card application number or issued number. This is a 10-digit reference number, that could start with a 'P', 'W', '2' or '0'
- If DPS denies your clearance card, submit the notice of denial.

AZ DPS contact information:

<https://www.azdps.gov/services/public-services-portal/fingerprint-clearance-card>

Application Fee

Payment can be made online, and is the last step with submitting your application.