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.