



CANNON BUILDING
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STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

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APPLICATION FOR LICENSED OR CERTIFIED APPRAISER BY RECIPROCITY

INSTRUCTIONS

When to Apply

File the *Application for Licensed or Certified Appraiser by Reciprocity* when you hold *current* Real Property Appraiser (RPA) licensure/certification in another jurisdiction (state, U.S. territory or District of Columbia), and the classification is the same as you want in Delaware. If you do **not** hold *current* RPA licensure/certification in the classification you want in any jurisdiction, you must apply by [examination](#).

Requirements

- Submit completed, signed and notarized [Application for Licensed or Certified Appraiser by Reciprocity](#).
- Enclose non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
- Complete the *Criminal History Record Check Authorization* form to request State of Delaware and Federal Bureau of Investigation criminal background checks. Follow the instructions on the authorization form to arrange to be fingerprinted.
- Submit the [Federal Registry fee](#) by check or money order payable to the "State of Delaware"
 - If your license is approved between July 1 of odd years and October 31 of even years, the fee is \$80.
 - If your license is approved between November 1 of even years and June 30 of odd years, the fee is \$40.
 - The Federal Registry fee is in addition to the processing fee. If you do not enclose it with the application when you file it, you must pay it before the license is issued.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).

The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants: Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

TYPE OF APPLICATION

1. Select the type of Real Property Appraiser (RPA) application you are filing (check one):

- Certified General Certified Residential Licensed

IDENTIFYING AND CONTACT INFORMATION

2. Name: _____
Last First Middle initial

3. Other Names Used: _____ None
(Include maiden, other married, alternative spellings.)

4. Date of Birth (month/day/year): _____ Gender: Male Female

5. Have you been issued a U.S. Social Security Number? Yes No If yes, enter your SSN: _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).

6. **Residence** Address: _____
City State Zip code

7. **Residence** Phone: _____ **Residence** Email: _____ None

BUSINESS INFORMATION

8. **Business** Name: _____

9. **Business** Address: _____

City

State

Zip code

10. **Business** Phone: _____ **Business** Email: _____

LICENSURE HISTORY

11. Enter the following information about each appraiser trainee or real property appraiser certification/licensure that you have ever held in any jurisdiction:

JURISDICTION	LICENSE NUMBER	STATUS

DISCLOSURES

12. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes No **If yes, submit a signed statement explaining fully.**

Arrange for the Board office to receive State of Delaware and Federal Bureau of Investigation criminal background checks following the instructions on the *Criminal History Record Check Authorization* form.

13. Are any criminal charges pending against you in any jurisdiction? Yes No **If yes, submit a signed statement explaining fully.**

14. Have you ever received any administrative penalties (disciplines) regarding your practice as an appraiser, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, **or** have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere? Yes No **If yes, submit a signed statement explaining fully and a copy of the agency's order.**

15. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you are currently, or were previously, licensed, certified, or registered? Yes No **If yes, submit a signed statement explaining fully.**

16. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an appraiser in a manner consistent with the safety of the public? Yes No **If yes, submit a signed statement explaining fully.**

To ensure consideration of your license application at the next Council meeting, the Council office must receive all of these items no later than 4:30 PM ten full working days before the meeting date:

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.

AFFIDAVIT

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested. I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators. I further affirm and state that the *Experience Log* submitted in support of this application is true and correct and that the activities for which I claim experience are truthfully represented in the log. Upon request of the Council, I will make available for examination copies of appraisal reports or files prepared by me for which I claim experience in the *Experience Log* or any of the appraisal reports or files prepared by me in the course of my practice notwithstanding the fact that such reports or fields were not listed on the *Experience Log* submitted in support of this application.

Applicant Signature: _____ Date: _____

State of _____ County of _____

Sworn and subscribed to before me this _____ day of _____, 2_____.

Signature of Notary Public: _____

SEAL

My commission expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED PROCESSING FEE WILL BE REJECTED.

Instructions for Requesting a Criminal Background Check

Both State of Delaware and Federal Bureau of Investigation criminal background checks are required.

Applicant Notification

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). You have the opportunity to challenge the accuracy of the information contained in the FBI identification record. See [Title 28, CFR 16.34](#) for the procedure to obtain a change, correction or update in the FBI record.

Locations

Kent County – Primary Facility

State Bureau of Identification
Blue Hen Mall & Corporate Center
655 S. Bay Rd. Suite 1B
Dover, DE 19901

Walk-ins accepted: Mon 8:30 am – 6:30 pm, Tue - Fri 8:30 am – 3:30 pm
Customer Service: (302) 739-2134

New Castle County - Satellite Facility

State Police Troop Two
100 LaGrange Ave
Newark, DE 19702
(between Rts. 72 and 896 on Rt. 40)

By appointment only
Scheduling: (302) 739-2528 (local)
(800) 464-4357 (toll free)

Sussex County – Satellite Facility

Thurman Adams State Service Center
546 S. Bedford Street, Rm. 202
Georgetown DE 19947
(across from DeIDOT & Troop 4)

By appointment only
Scheduling: (302) 739-2528 (local)
(800) 464-4357 (toll free)

Applicants in Delaware

1. If you are using the New Castle County or Sussex County locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
2. Take the completed *Authorization for Release of Information* form to one of the offices listed above with the fee of \$65.00, to cover both the State of Delaware and Federal Bureau of Investigation criminal checks. Money orders and credit cards other than American Express are accepted at all locations. New Castle and Kent Counties accept cash; Sussex County does not accept cash. **Personal checks are not accepted in any county.** As fees are subject to change, contact the agency where you plan to submit your forms for current fees.

Applicants Not in Delaware (including Out-of-State or Outside the United States)

1. Your local police agency can fingerprint you. All types of fingerprint cards are accepted. Or, you may print a [FD-258 fingerprint form](#) available on the FBI website at www.fbi.gov – click *Services*, then *Identity History Summary Checks*, then scroll down to Option 1, Step 2, and click the link for *standard fingerprint form (FD-258)*. You may print the form on regular paper.
2. Your *Authorization for Release of Information* form and the fingerprint card must be complete. If identifying information is missing (such as name, date of birth, race, gender, etc.), your form will be returned.
3. **Mail** the *Authorization* form, fingerprint card, and *certified* check or money order (**personal checks are not accepted**) for \$65.00 made payable to “Delaware State Police” to:

**Delaware State Police
State Bureau of Identification (SBI)
PO Box 430
Dover, DE 19903-0430**

DO NOT SEND THIS FORM OR FEE TO YOUR PROFESSIONAL'S BOARD OFFICE.

DO NOT SEND THIS FORM OR FEE TO THE DIVISION OF PROFESSIONAL REGULATION.

⇒ **ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.**

