

MONTANA BOARD OF REAL ESTATE APPRAISERS

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Helena Montana 59620-0513
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WEBSITE: www.realestateappraiser.mt.gov

APPLICATION FOR LICENSURE AS A REAL ESTATE APPRAISER TRAINEE

Trainee Application Fee \$400.00

1. Name: _____
(Last) (First) (Middle)

2. Other Name(s) Known By: _____

3. Present Mentor(s): _____

4. Mentor's Address: _____

5. Home Address: _____
(Street/Po Box #) (City & State) (Zip)

6. Preferred Mailing Address: Home Employer

7. E-Mail Address: _____

8. Telephone: (____) _____ (____) _____ (____) _____
Business Home Fax

9. Social Security Number: _____

10. Foreign Id Number: _____

11. Date of Birth: _____ Male
Female

12. Place of Birth: _____
(City & State)

13. License Name: _____
(State Your Name, As It Should Appear On the License If Granted)

14. Do you hold a license in another state as a real estate appraiser trainee or equivalent? Yes No

15. Have you ever been denied the right to take this profession's licensing exam in any state? Yes No
If yes, attach a detailed explanation.

16. Has a licensing agency ever taken adverse or disciplinary action against your license? Yes No
If yes, attach a detailed explanation.

Fingerprint-Background Check:

All Certified General, Certified Residential, Licensed Appraiser and Trainee applicants must complete a background check through submission of fingerprints to the Department of Justice, Montana Criminal Records prior to being licensed.

- Read, sign and include the [Noncriminal Justice Applicant's Rights](#) form with the application.
- Fingerprint cards are available from most local law enforcement agencies and the Montana Department of Justice (DOJ) <https://dojmt.gov/enforcement/background-checks/>. Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:
 - EMPLOYER AND ADDRESS:** Board of Real Estate Appraisers,
PO Box 200513, Helena, MT 59620-0513
 - REASON FINGERPRINTED:** MtCA 37-54-202 Real Estate
Appraiser/Trainee License, **ORI:** MT920092Z (See Sample)
- Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this fee and having your fingerprints taken, send the completed fingerprint card along with a check or money order for the fee made payable to the "Montana Department of Justice" and mail it to Montana Criminal Records, 2225 11th Avenue, PO Box 201403, Helena MT 59620-1403. Please check with your local post office and add accurate postage prior to mailing.
- If DOJ rejects your first fingerprint card as "unreadable," the Board office will notify you and you will need to re-submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.
- **Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Real Estate Appraisers. Your application will not be considered complete until the CHRI is received from the DOJ.**

Licensure applications will not be considered complete until the information is received and processed by the Board Office. Results of the background check are sent directly to the Board office by the Montana Department of Justice. Applicants shall be notified by Board staff of receipt of documentation from the Department of Justice only if qualifying events exist on the report

Mentor Agreement:

I _____
agree that I will supervise the above named applicant as a real estate appraiser trainee. I hereby state that the applicant for real estate appraiser trainee has satisfactory credit, character, and IS OF GOOD REPUTE. I further agree that I will ACTIVELY SUPERVISE AND TRAIN the applicant during the time the applicant remains under my supervision as a real estate appraiser trainee:

Signature of Mentor: _____

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of REAL ESTATE APPRAISERS.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application. I pledge to comply and abide by the *Uniform Standards of Professional Appraisal Practice*. I affirm that I understand the types of misconduct for which disciplinary action may be initiated against me.

Legal Signature of Applicant

Date

Subscribed and sworn to me by this _____ day of _____, _____

At _____
City and State

Notary Public

SEAL

For the State of

My commission expires _____