

MONTANA BOARD OF REAL ESTATE APPRAISERS

301 S Park Ave, 4th Floor - Delivery
PO BOX 200513
Helena Montana 59620-0513
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EMAIL: dlibsdrea@state.mt.us
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)

**PERSONAL HISTORY QUESTIONS
IMPORTANT INSTRUCTIONS AND NOTICE**

- Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
- You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every "yes" answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.

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

OCA: MTST00012 ([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 **\$30.00** 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 _____

Board of Real Estate Appraisers

Experience and Education Log

Experience Log Instructions

Report Date: Enter the date the appraisal report was completed.

Subject Address: Enter the address or legal description of land the appraisal report was completed on.

Total Acres/Units: Enter the total acres of the land or total units.

Report Type: Enter R for Restricted, S for Summary, Or SC for Self-Contained.

Type of Property: Enter R for Residential or NR for Non-Residential.

Client: Enter the name of the client that the appraisal report was completed for.

Est. Market Value: Enter the value you estimated the property to be worth.

T/L = Trainee and/or Licensee

M = Mentor

Trainee's and Mentors: Complete columns I-X marking each approach to value you each used when completing the appraisal.

**Trainees must indicate which portions of the assignment they contributed to by putting an "x" in columns I - X

** Mentors must indicate whether they: Had Primary Responsibility = P, Co-Appraised = C, or Reviewed and Approved = R

Licensees who are upgrading their licensure: Complete columns I-X marking each approach to value you used when completing the appraisal. If you are completing this for an upgrade application you will not have a mentor.

Application Hours: Enter the amount of hours the Trainee/Licensee spent on the appraisal. The guide identifying the number of experience hours for each type of appraisal assignment can be found under the Administrative Rules [24.207.509](#) QUALIFYING EXPERIENCE. Total these at the bottom of each page and keep a running total on each page as well.

The mentor must sign, date and enter his/hers license number on each page.



INSTRUCTIONS TO OBTAIN FINGERPRINT BACKGROUND CHECK

Carefully read and follow the steps in the order specified below:

1. **Submit a license application to the BSD online or by paper and an application fee. The application includes an *Applicant Rights & Consent to Fingerprint Notice*.** This form authorizes our agency to receive and review your fingerprint background check results. **Any fingerprint background check results received without your acknowledgement of receipt of an *Applicant Rights & Consent Notice (acknowledged received if online or signed and returned to us if on paper) may be discarded.***
2. You may continue to work on completing your application while the results are processed (e.g., forwarding transcripts or verifications) but if you have not completed your application within six months after our receipt of the results, you will be required to resubmit your fingerprints to obtain a current background check results.
3. You have two options to have your fingerprints captured:
Option 1 – Local Law Enforcement Agency (estimated time to send results to the Board or Program **4 to 8 weeks**) - OR -
Option 2 – Montana Department of Justice (MDOJ), Division of Criminal Investigations-Criminal Records in Helena, Montana, (406) 444-3625. (Estimated time to send results to the Board or Program **3 to 5 business days**).
2225 Eleventh Avenue
PO Box 201403
Helena, MT 59620
Email: dojcriss@mt.gov
4. Contact the law enforcement agency in advance to ask if it performs non-criminal fingerprinting and if so, the need for an appointment, forms of acceptable identification, hours of operation, cost, and methods of payment. Find out if the agency will supply the appropriate Fingerprint Card (Form FD258 rev. 5-15-17) or if you need to obtain the card from MDOJ prior to arriving.
5. You *may* be charged a fee to capture each set of your fingerprints. This fee is in addition to the processing fee paid to MDOJ to run the background check.
6. Provide the technician with a government-issued, photograph identification to prove your identity.
7. **IMPORTANT:** Provide the technician a copy of a Fingerprint Card Example for the license type you are applying for that contains information ***unique to your license type***. The fingerprint card must have all fields correctly filled out to be accepted by the MDOJ.

8. Request the technician to capture your fingerprints TWICE and create TWO fingerprint cards to help avoid unnecessary delay due to rejection of poor quality prints. This is especially important if your fingerprints are ink-rolled.
9. If using a Local Law Enforcement Agency, you must mail the completed Fingerprint Card in a manila envelope with the correct amount of postage and a check or money order made payable to the "Montana Department of Justice" in the amount of **\$30.00** to:

Montana Criminal Records
2225 Eleventh Avenue
PO Box 201403
Helena, MT 59620

Please do NOT fold or staple the fingerprint card. Please do NOT upload the fingerprint card to your online account with the Department of Labor & Industry, Business Standards Division.

10. You will be notified to take corrective action if your fingerprint card is rejected as "unreadable," is not accompanied by proper payment, or is incomplete. A second rejection of a fingerprint card as "unreadable" will require BSD to conduct a name-based search, resulting in additional processing time.
11. Once a fingerprint card or name-based search is processed, the resulting criminal history (aka "Identity History Summary") result will be sent directly to the Board in care of the Business Standards Division. If there is a conviction or convictions that require Board review, we will notify you.
12. Notice of your privacy rights and procedures for obtaining a change, correction, or updating of an Identity History Summary are provided to you separately in the *Applicant Rights & Consent to Fingerprint Notice*.

End of Instructions

Fingerprint Card Example

APPLICANT		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK <small>LAST NAME FIRST NAME MIDDLE NAME</small>				LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED Applicant Signature		ALIASES AKA Applicant Aliases		O R I MT920092Z		DATE OF BIRTH DOB Month Day Year Applicant DOB	
RESIDENCE OF PERSON FINGERPRINTED Applicant Address		CITIZENSHIP CTZ Applicant Citizenship		SEX RACE HAIR EYES TALL HAIR Applicant Identifying Information		PLACE OF BIRTH POB Applicant POB	
DATE Date	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS Technician Signature	YOUR NO. OCCA MTST00012		LEAVE BLANK			
EMPLOYER AND ADDRESS DLI-BSD Board of Real Estate Appraisers PO Box 200513, Helena, MT 59620-0513		FBI NO. FBI N/A		CLASS _____ REF _____			
REASON FINGERPRINTED MTCA 37-54-202 - Licensure		ARMED FORCES NO. AFNO N/A					
		SOCIAL SECURITY NO. SSC Applicant SSN					
		MILITARY NO. MILNO N/A					
<h1>Example</h1>							
<small>L. R. THUMB</small>	<small>R. I. INDEX</small>	<small>R. I. MIDDLE</small>	<small>R. I. RING</small>	<small>R. R. LITTLE</small>			
<small>LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY</small>		<small>L. THUMB</small>	<small>R. THUMB</small>	<small>RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY</small>			

Each fingerprint card should be examined to ascertain all information that is required on the fingerprint card has been provided and is legible. Incomplete cards will not be processed and will be mailed back. All fingers need to be in the correct position and rolled. To avoid delays, ask the requestor of the background check or call Montana Criminal Records at (406) 444-3625 for assistance.



Montana Department of **LABOR & INDUSTRY**

APPLICANT RIGHTS & CONSENT TO FINGERPRINT NOTICE

As required by 28 CFR § 50.12, you are advised that your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation and the Montana Department of Justice for the sole purpose of applying for professional licensure. Any resulting criminal history record will be retained for this purpose only and will not be disseminated outside of the Montana Department of Labor & Industry and related licensing board or program.

A Privacy Act Statement further explaining authority, principal purpose and routine use by the FBI of your information is included on the following page.

CHANGE, CORRECT, OR UPDATE RECORD

Procedures for you to obtain a change, correction, or update to your criminal history record are set forth in Title 28, C.F.R. § 16.30 - 16.34.

Our office will notify you if a disqualifying criminal offense is found in your criminal history record and give you a reasonable opportunity to challenge or correct the information, or decline to do so, before making a licensure decision.

If we notify you of a disqualifying conviction in your criminal history record, you may contact board or program licensing staff at the Business Standards Division of the Department of Labor & Industry to obtain a copy of your criminal history record. You can view your criminal history record in person, have it mailed to you, or sent to you by the State of Montana File Transfer Service. For security reasons, the criminal history record cannot be emailed to you.

If, after review, you believe your criminal history record is incorrect or incomplete and wish to change, correct, or update the alleged deficiency, you should apply directly to the law enforcement agency that contributed the questioned information. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the law enforcement agency that contributed the question information requesting the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes in accordance with the information supplied by that agency. Information regarding this process may be obtained at www.fbi.gov/services/cjis/identity-history-summary-checks.

Within 10 calendar days of the date of receiving the results of the criminal history record, you must notify the board or program licensing staff if you have challenged your record by providing a copy of the correspondence you have submitted as referenced above. If the licensing board or program has not received a copy of such correspondence within 10 calendar days, licensing staff will schedule a disposition on the issuance of your license based on the record in its possession.

Privacy Act Statement

The Montana Department of Labor & Industry, Business Standards Division is required by federal law to provide you this privacy act statement. This statement is also located on the back of the FD-258 fingerprint card.

“Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.” *Eff. 03/30/2018*

By signing below, I acknowledge that I have received a copy of the above Applicant Rights & Consent to Fingerprint Notice and Procedure to Change, Correct, or Update Record, and Privacy Act Statement and that I consent to provide and use my fingerprints for the stated purpose.

Applicant
Signature: _____ Date: _____

Applicant
Name: _____

Please Print Legibly

Directions to Applicant: Return a signed copy of this document to the Department of Labor & Industry and maintain a copy for your own records.