

**MONTANA BOARD OF REAL ESTATE APPRAISERS**

(301 SOUTH PARK, 4<sup>TH</sup> FLOOR - Delivery)

P. O. Box 200513

Helena, Montana 59620-0513

(406) 444-6880

EMAIL: [dlibsarea@mt.gov](mailto:dlibsarea@mt.gov)

WEBSITE: [www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov)

**Application for Certified Residential Real Property Appraiser**

\$238 application fee

\$150 upgrade application fee

1. FULL NAME: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

2. OTHER NAME(S) KNOWN BY \_\_\_\_\_

3. BUSINESS NAME \_\_\_\_\_

4. BUSINESS ADDRESS \_\_\_\_\_  
Street or PO Box # \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_

5. HOME ADDRESS \_\_\_\_\_  
Street or PO Box # \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_

6. PREFERRED MAILING ADDRESS      Business      Home

7. E-MAIL \_\_\_\_\_

8. TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Business      Home      Fax

9. SOCIAL SECURITY NUMBER \_\_\_\_\_  
MALE  
FEMALE

10. DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
(City / State)

**COLLEGE LEVEL EDUCATION OR IN LIEU OF OPTIONS FOR CERTIFIED RESIDENTIAL LICENSURE***Please include your college transcripts or CLEP examination scores*

Check an Option and/or the corresponding courses or examinations:

<b>OPTION 1</b>	Bachelor's Degree in any field of study
<b>OPTION 2</b>	Associates Degree in one of the following fields of study: Business Administration Accounting Finance Economics Real Estate
<b>OPTION 3</b>	30 Semester hours of college level courses in: English Composition (3 hours) Microeconomics (3 hours) Macroeconomics (3 hours) Finance (3 hours) Algebra, Geometry, or Higher Math (3 hours) Statistics (3 hours) Computer Science (3 hours) Business Law or Real Estate Law (3 hours) Two elective courses in any of the above or in: (3 hours each) Accounting Geography Agricultural Economics Business Management Real Estate
<b>OPTION 4</b>	30 College Semester hours of CLEP Examinations in: College Algebra (3 hours) College Composition (6 hours) College Composition Modular (3 hours) College Mathematics (6 hours) Principles of Macroeconomics (3 hours) Principles of Microeconomics (3 hours) Introductory Business Law (3 hours) Information Systems (3 hours)
<b>OPTION 5</b>	Any combination of Option 3 and Option 4 that includes all topics in Option 3
<b>OPTION 6</b>	Held a Licensed Residential appraiser credential for a minimum of 5 years with no adverse disciplinary action against that license within 5 years preceding the date of application

**PROFESSIONAL LICENSES:**

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory.

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No

**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.

**PERSONAL HISTORY QUESTIONS**

1. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority? Yes No
2. Have you ever surrendered a credential like those listed in number 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority? Yes No
3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position? Yes No
4. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position? Yes No
5. Have you ever withdrawn an application for any professional license? Yes No
6. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold? Yes No
7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?) Yes No

"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

8. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? Yes No
9. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? Yes No

The following information is provided for Question 10 below:

A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.

10. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or "juvenile convicted as an adult" in any state, federal, tribal, or foreign jurisdiction?	Yes	No
11. Are you now subject to criminal prosecution or pending criminal charges?	Yes	No
12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?	Yes	No
13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?	Yes	No
14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?	Yes	No

### **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 will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

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Legal Signature of Applicant

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Date

**VERIFICATION OF LICENSURE**  
**THIS IS NOT AN ENDORSEMENT CERTIFICATION**

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A REAL ESTATE APPRAISER. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice appraising in the State of Montana. The Board of Real Estate Appraisers requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF REAL ESTATE APPRAISERS, P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

(Please print)

Address: \_\_\_\_\_

My License Number is: \_\_\_\_\_

**DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF** \_\_\_\_\_

State of: \_\_\_\_\_

Full Name of Licensee: \_\_\_\_\_

License No. \_\_\_\_\_ Issue Date: \_\_\_\_\_

License is current? \_\_\_\_\_ If NO, explain \_\_\_\_\_

Has license been suspended, revoked, placed on probation or otherwise disciplined? If YES, explain and attach documentation \_\_\_\_\_

Has licensee ever been requested to appear before your Board? If YES, explain. \_\_\_\_\_

Derogatory information, if any \_\_\_\_\_

Comments, if any \_\_\_\_\_

**BOARD SEAL**

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
State Board: \_\_\_\_\_ Date: \_\_\_\_\_



## INSTRUCTIONS TO OBTAIN FINGERPRINT BACKGROUND CHECK

You must submit an application prior to completing your fingerprint background check. An *Applicant Rights & Consent to Fingerprint Notice* is included below. This form authorizes our agency to receive and review your fingerprint background check results. **Any fingerprint background check results received without your acknowledgment of receipt of an *Applicant Rights & Consent Notice* may be discarded.**

You may continue to work on your application while the results are processing (e.g., forwarding transcripts or verifications). If you do not complete your application within six months after we receive your results, you will be required to resubmit your fingerprints to obtain current background check results.

You have two options to have your fingerprints captured. Carefully read and follow the steps **in the order specified** below:

### Option 1 – Participating Local Law Enforcement Agency

- A. Contact the Law Enforcement Agency in advance to ask if it performs non-criminal fingerprinting and if so, the need for an appointment, acceptable identification forms, 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 the Montana Department of Justice prior to arriving.
- B. Provide the technician a copy of the fingerprint card example that contains the information unique to your license type. The fingerprint card must have all fields correctly filled out to be accepted by the Montana Department of Justice. Utilize the fingerprint card example, which will be sent to you upon application submittal, to capture the correct code (MT920092Z) related to the application type.
- C. You must mail the completed fingerprint card in a manila envelope with the correct amount of postage. Include 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

- D. Processing may be delayed due to bad fingerprints, mail issues, incomplete fingerprint cards, and non-payment.

- OR -

**Option 2 – The Montana Department of Justice (MDOJ), Division of Criminal Investigations - Criminal Records**

Before traveling to Helena, you must schedule an appointment online at [dojmt.gov](http://dojmt.gov) and click on the link for fingerprint appointments. You will be directed to log in or create an account. Please direct questions to the Montana Department of Justice:

2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620  
PHONE (406) 444-3625  
[dojcriss@mt.gov](mailto:dojcriss@mt.gov)

- You may be charged a fee to capture each set of your fingerprints. This fee is in addition to the processing fee paid to the Montana Department of Justice to run the background check.
- Provide the technician with a valid, government-issued photograph identification to prove your identity.
- Request that the technician capture your fingerprints twice and create two fingerprint cards to help avoid unnecessary delay due to the rejection of poor-quality prints. This is especially important if your fingerprints are ink-rolled.
- Please do not fold or staple the fingerprint card. Please do not upload the fingerprint card to your online account with the Montana Department of Labor & Industry Employment Standards Division.
- You will be notified via email 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 us to conduct a name-based search, resulting in additional processing time.
- 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 Employment Standards Division. If there is a conviction or convictions that require board review, we will notify you.
- Notice of your privacy rights and procedures for obtaining a change, correction, or updating an Identity History Summary are provided to you in the *Applicant Rights & Consent to Fingerprint Notice* below.

End of Instructions



# 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 Employment 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](http://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, Employment 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.