



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing and
Racing and Athletics
Real Estate Appraisers Section**

REAL ESTATE APPRAISERS RENEWAL FORM

If you wish to renew your license/certification for the forthcoming two years in accordance with R.I.G.L. Title 5, Chapter 20.7 as amended, and Commercial Licensing Regulation 10; please submit the following:

- Continuing Education Certificates** of completion totaling twenty-eight (28) hours, seven (7) of those hours must consist of a National USPAP Update Course, or its Equivalent. Appraisers may not receive credit for completion of the same continuing education course offering within the appraiser’s two-year renewal cycle.
- A Criminal Record (CHR)** from the Rhode Island Department of the Attorney General (See attached), or for non-residents, a CORI report from the appraiser’s home state.
- A Check or Money Order** in the amount of **\$480** made payable to the RI General Treasurer. Add an additional \$30 if your license has exceeded the expiration date, along with a completed License Reissuance Affidavit.
http://www.dbr.ri.gov/documents/divisions/commlicensing/realestate/RE-Reissuance_Affidavit-ap.pdf

Name: _____	License No: _____
Phone No: (____) _____	E-mail: _____
Have you ever been denied an appraiser license or certification or have had any type of suspension, revocation or voluntary surrender in this state, or any other jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any charges, administrative actions or lawsuits pending against you in connection with an appraisal or any other professional license that you hold or have held? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of any criminal offense (other than minor traffic offences), or are there any criminal charge(s) now pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you’ve answered ‘Yes’ to any of the above questions, please provide a complete copy of the court’s disposition, arrest warrant, and/ or indictment.



Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number and Federal Tax Identification Number as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license. This declaration must be made prior to the issuance of a license.

Licensee Declaration

- I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.
- I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.
- I am currently pursuing administrative review of taxes owed to the state.
- I am in federal bankruptcy. (Case # _____)
- I am in state receivership. (Case # _____)
- I have been discharged from Bankruptcy. (Case # _____)

Full Name (Please Print or Type)

Social Security Number (or FEIN for Business)

Signature

Date



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CRIMINAL HISTORY RECORD SUBMISSION REQUIREMENTS

FOR REAL ESTATE APPRAISAL APPLICANTS

A Criminal History Record (“CHR”) must be submitted to the Real Estate Appraisers Section of the Department of Business Regulation (“DBR”), Division of Commercial Licensing and Racing and Athletics, with each Real Estate Appraisal Application and Renewal Application. Processing applications is contingent upon the complete disposition, or results of any charges delineated or resolved prior to application submission. See instructions below to learn how to obtain your CHR.

INSTRUCTIONS

Applying in Person: A Criminal History Record may be obtained by visiting the Bureau of Criminal Identification at the Rhode Island Department of Attorney General (“DAG”). To apply for a CHR in this manner, bring a picture-identification, showing your date of birth.

Applying by Mail: To apply by mail, send a notarized copy of a photo ID, showing your date of birth, and a signed/notarized letter, giving permission to the DAG to conduct a background investigation, along with a self-addressed stamped envelope.

The cost for a CHR, whether applying in person or by mail, is five dollars (\$5.00), and is payable by check or money order to the “BCI”. Please allow time for the DAG to process and generate your request. For further questions about this process, you may contact the DAG at the phone number below.

If you reside in another state and are applying for a reciprocal license or a license by endorsement, supply a CHR from your home state, as well as one from Rhode Island.

***All renewal applicants, resident and non-resident, shall supply a CHR or CORI report from their home state ONLY!**

Contact Information for the Department of Attorney General:

- 150 South Main Street, Providence, Rhode Island, 02903.
- Telephone Number: (401) 274-4400
- Hours of operation are 8:30 a.m. to 4:30 p.m.