



**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
Real Estate Appraisers Section**

RECIPROCAL LICENSING INSTRUCTIONS

The State of Rhode Island may issue a non-resident real estate appraiser a license or certification without examination to a resident of **Arizona, Connecticut, Massachusetts, New Hampshire, Maine and New York**, provided they have an active real estate appraiser license or certification in good standing.

Upon receipt of the following completed documents and fees, your application will be processed.

- A completed Application for Licensure;
- A completed Consent to Service of Process Form;
- A Criminal History Record (CHR) from the Rhode Island Attorney General's Office, and from your home state;
- An Application fee of \$200.00; and
- A Licensing/Certification fee of \$480.00 both checks made payable to the **R.I. General Treasurer**.

LICENSING/CERTIFICATION BY ENDORSEMENT

If you are a licensed or certified real estate appraiser, in good standing, in another state that doesn't have a reciprocal agreement with RI, and have taken and passed an AQB approved examination, the State of Rhode Island may license or certify you by endorsement provided that the following documents are submitted:

- A completed Application for Licensure;
- A completed Consent to Service of Process Form;
- A Criminal History Record (CHR) from the Rhode Island Attorney General's Office, and from your home state;
- An Application fee of \$250.00; and
- A Licensing/Certification fee of \$480.00 both checks made payable to the **R.I. General Treasurer**

*** All licenses are bi-annual from anniversary date. Every applicant is responsible for renewing his or her license every two years by providing proof of the required twenty-eight (28) hours of continuing education, seven (7) of those hours must consist of a USPAP Update course. Education taken in your home state will be accepted.**



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
Real Estate Appraisers Section

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 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, supply a CHR from your home state, as well as one from Rhode Island.

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.

SECTION III: CHARACTER

Have you ever been denied an appraisal license or certificate in Rhode Island or any other? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had an appraisal license or any other type of professional license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any charges, administrative actions or lawsuits pending against you in connection with any appraisal or other professional license that you now hold or have held? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offense (other than minor traffic offenses) in this state or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any criminal charges now pending against you? If yes, please provide a complete copy of the court's disposition, arrest warrant, and indictment. <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a citizen of the United States (<i>either born or naturalized</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION IV: STATEMENT OF TRUTH

I, the undersigned, swear under penalty of perjury that the information provided in connection with this application is true to the best of my knowledge, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny licensure as an appraiser by the Rhode Island Department of Business Regulation.

Signature _____

Date _____



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



**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
Real Estate Appraisers Section**

CONSENT TO SERVICE OF PROCESS

I, _____, having applied to be licensed/certified as a non-resident real estate appraiser in the State of Rhode Island, do hereby irrevocably appoint the RI Secretary of State, as my agent, upon whom all lawful process in any action or proceeding against me may be served in like manner and with the same legal force and effect as if I had been lawfully served with said process. As such, I do hereby authorize said agent to receive and accept service of process, pursuant to the provisions of Title 5, Chapter 20.7-16(a), of the General Laws of Rhode Island, as amended, and Commercial Licensing Regulation 10 – Real Estate Appraisers.

Signature: _____ Date: _____

Subscribed and sworn to before the undersigned authority in the State of _____,
in the County of _____, on this _____, day of _____,
20_____.

Notary Public

My Commission Expires: _____.