

## ADDITIONAL INSTRUCTIONS FOR APPLICATION

All applicants for initial registration, licensure, or certification are required to complete a criminal records check of **both state and national records**. This requirement also applies to an applicant who is “upgrading” their credential.

- An applicant must contact and arrange with a Webcheck® user (a business, government agency, or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I) to have fingerprints taken and submitted to BCI&I using the Webcheck® system. A list of Webcheck® users may be found on the web at:  
<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>
- If you are an out-of-state applicant, please contact BCI&I directly at 1-877-224-0043 between the hours of 8:00 a.m. – 4:30 p.m. EST Monday-Friday for instructions on completing your background checks as BCI&I has a process in place for individuals residing out of state.
- An applicant must have fingerprints taken by the Webcheck® user within ten (10) days of filing an application. Applicants should not have fingerprints taken before filing an application with the Division of Real Estate.
- Some Webcheck® users can only submit fingerprints for a *state* records check and cannot submit fingerprints for a *national* records check. An applicant must submit both state and national records check results to the Division. Therefore, the Division recommends that when an applicant contacts a Webcheck® user, the applicant confirm the user is able to submit fingerprints for a state and national records check.
- An applicant must instruct the Webcheck® user to have BCI&I send the results (state and national criminal records check) to the Division at:  
  
Division of Real Estate and Professional Licensing  
77 S. High Street, 20<sup>th</sup> Floor  
Columbus, Ohio 43215-6133
- The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.
- The Division must receive the results within thirty (30) days of filing the application.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.

Additional information on Webcheck® may be found at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck> or obtained from BCI&I at 877-224-0043, 740-845-2000 or P.O. Box 365 London, Ohio 43140.



Department of Commerce

Division of Real Estate & Professional Licensing

John R. Kasich, Governor 77 South High Street, 20th Floor
David Goodman, Director Columbus, Ohio 43215-6133 U.S.A.

Please visit our website at www.com.ohio.gov/real

614 | 466-4100
Fax 614 | 644-0584
TTY/TDD: 800 | 750-0750

APPRAISER NON-RECIPROCAL LICENSE/CERTIFICATE APPLICATION

FOR DIVISION USE ONLY
FILE NUMBER
AFFIX A 2" x 2" FULL FACE PHOTOGRAPH, TAKEN WITHIN THE LAST 30 DAYS, IN THIS SPACE. USE ONLY TRANSPARENT TAPE TO AFFIX THE PHOTOGRAPH.
A check, certified check or money order in the amount of \$265, consisting of a \$125 application fee, a \$100 recovery fund assessment and a \$40 Federal Registry fee, made payable to the Ohio Division of Real Estate, must accompany the application. Cash will not be accepted. This application fee is non-refundable.
Mail To: 77 S. High St., 20th Floor, Columbus, OH 43215-6133. Include a full-face photo of the applicant in the adjacent box. A letter of good standing from your state of licensure must accompany this application. OAC 1301: 11-1-08(A)(07): The Superintendent may waive the requirement of an examination only if the applicant provides to the Division a copy of his or her current appraiser license or certification.

APPLICATION FOR (check one) SECTION ONE: Applicant Identification and Employment History
GENERAL REAL ESTATE APPRAISER CERTIFICATE
RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATE
RESIDENTIAL REAL ESTATE APPRAISER LICENSE
1. FIRST NAME 2. MIDDLE NAME 3. LAST NAME
4. HOME ADDRESS 5. HOME PHONE ( )
6. CITY 7. COUNTY 8. STATE 9. ZIP CODE + 4
10. SOCIAL SECURITY No. 11. BUSINESS ADDRESS 12. BUSINESS PHONE ( )
13. DATE OF BIRTH 14. CITY 15. STATE 16. ZIP CODE + 4
17. EMAIL ADDRESS

ETHICAL CONDUCT AND LEGAL HISTORY
Please attach a complete explanation for any questions answered yes below. Questions concerning professional licenses, certificates or registrations apply to all professional licenses, certifications or registrations regardless of profession.

YES NO 18. Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?
YES NO 19. Have you ever been refused or denied any professional license, certificate or registration by any public entity?
YES NO 20. Have you ever had any professional license, certificate or registration revoked, suspended or limited in any way for any reason?
YES NO 21. Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?
YES NO 22. Are you presently the subject of any unsatisfied judgments?
YES NO 23. Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?
YES NO 24. Have you ever been scheduled to sit for the Ohio Appraiser Examination?
If yes, indicate month and year. /

25. IN WHAT STATE(S) ARE YOU CURRENTLY A LICENSED OR CERTIFIED APPRAISER? PLEASE ATTACH A LETTER OF GOOD STANDING(S) FROM EACH STATE IN WHICH YOU ARE AN ACTIVE LICENSED OR CERTIFIED APPRAISER.

Table with 4 columns: STATE OF LICENSURE/CERTIFICATION, TYPE OF LICENSE/CERTIFICATE, LICENSE/CERTIFICATE NUMBER, EFFECTIVE DATE. Includes a row for YES NO (If yes, please complete the following information. Attach additional pages if necessary.)

26. HAVE YOU EVER BEEN LICENSED AS A REAL ESTATE BROKER OR SALESPERSON IN OHIO?
YES NO If yes, please indicate the type of license and file number, if available, here:

NOTICE: Per ORC149.43, this application and the information contained therein, except for the home address and social security number, is public record.
NOTICE: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio Division of Real Estate & Professional Licensing shall constitute prima facie evidence of misconduct and shall constitute a violation of division (G)(4) of section 4763.11 of ORC.

**SECTION TWO: Oath and Affidavit**

**I HEREBY:**

1. Agree that I have knowledge of and comply with the standards set forth in Chapter 4763 of the Ohio Revised Code, and the rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said chapter;
2. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to interview individuals; business entities and the employees thereof; institutions or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application;
3. Authorize the Real Estate Appraiser Board and the Superintendent of the Ohio Division of Real Estate and Professional Licensing to inform any of the following entities of any disciplinary action taken by the Appraiser Board and the basis for that action: Ohio Real Estate Commission; Appraisal Sub-Committee of the Federal Financial Institutions Examination Council (FFIEC); any state in which I have the authority or any state in which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of FIRREA of 1989; and any other individual or entity permitted by law.
4. Agree to return the license/certificate upon request if issued to me in error, or if requested by the Ohio Real Estate Appraiser Board after a hearing pursuant to disciplinary action.

The foregoing statements and information, including any attachments, are provided for the purpose of procuring an Ohio real estate appraiser license/certificate. I hereby consent to the use of the information provided herein as evidence by the Ohio Real Estate Appraiser Board, or in any court in Ohio where a violation of Chapter 4763 of the Ohio Revised Code or the rules promulgated thereto is claimed.

**AFFIDAVIT**

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the denial of my Ohio appraisal license/certificate application.

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_  
by \_\_\_\_\_.

NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF NOTARY

(NOTARY SEAL)

\_\_\_\_\_  
EXPIRATION DATE

**NOTICE:** Ohio Revised Code Section 4763.11(G)(1) requires disciplinary action against any licensee or certificate holder who makes a false statement or provides false information on any application to this Division. Further, Ohio Revised Code Section 2921.13 makes the providing of a false statement to a government official or public agency subject to criminal sanctions.

**SECTION THREE: Non-Resident Applicant's Consent to Service of Process – for out of state applicants**

All out-of-state applicants (non-residents of Ohio) are required to complete the consent to service of process. Your license/certificate cannot be processed until the Division receives all necessary documentation.

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
SOC. SEC. #                      DATE OF BIRTH

**Non-Resident Appraiser Applicant's  
Consent to Service of Process  
[R.C. 4763.05(E)(3)]**

I, \_\_\_\_\_, being a non-resident applicant for an Ohio real estate appraiser  
NAME OF APPLICANT (PLEASE PRINT)  
license/certificate, in accordance with Ohio Revised Code Section 4763.05(E)(3), do hereby irrevocably consent to the service of process upon me by means of delivery of that process to the Secretary of State if, in an action against me arising from my activities as a licensee or certificate holder, the plaintiff, in the exercise of due diligence, cannot effect personal service upon me.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_  
by \_\_\_\_\_.  
NAME OF APPLICANT

(NOTARY SEAL)

\_\_\_\_\_  
SIGNATURE OF NOTARY

\_\_\_\_\_  
EXPIRATION DATE

**NOTICE TO OUT-OF-STATE-APPLICANTS:** All out-of-state applicants (non-residents of Ohio) are required to complete the consent to service of process. Your license/certificate cannot be processed until the Division receives all necessary documentation.