



**Real Estate Appraiser Board**  
**TEMPORARY APPRAISER LICENSE APPLICATION**  
**Fee \$75.00**

**A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert must be mailed with your application package.  
 APPLICATION FEES ARE NOT REFUNDABLE.**

Select **one** license type you are requesting.

X	<b>Temporary License Types</b>
<input type="checkbox"/>	Licensed Residential
<input type="checkbox"/>	Certified Residential
<input type="checkbox"/>	Certified General

1. Do you hold a current real estate appraiser license or certification issued by any state or jurisdiction (excluding Virginia)?  
 No  If no, you do **not** qualify for a temporary license in Virginia.  
 Yes

2. Do you hold a current or expired real estate appraiser license issued by the Virginia Real Estate Appraiser Board?  
 No   
 Yes  If yes, provide your Virginia License number below:  
 Virginia License Number 

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 Expiration Date \_\_\_\_\_

3. Full Legal Name (As it appears on your government issued ID or other legal documentation.)  
 \_\_\_\_\_  
 Last (required) First (required) Middle Generation

4. Provide at least **one** of the following identification numbers\*:  
 **Social Security Number** and/or 

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 **Virginia DMV Control Number**

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 ➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.  
 \* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

5. Date of Birth \_\_\_\_\_ (Must be at least 18 years of age.)  
MM/DD/YYYY

6. Mailing Address (PO Box accepted) \_\_\_\_\_  
 The mailing address will be printed on the license.  
 \_\_\_\_\_  
 City State Zip Code

7. Street Address (PO Box not accepted) \_\_\_\_\_  
**PHYSICAL ADDRESS REQUIRED**  
 Check here if Street Address is the same as the Mailing Address listed above.  
 \_\_\_\_\_  
 City State Zip Code

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
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8. Contact Numbers

Primary Telephone	Alternate Telephone	Fax
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9. Email Address

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Email address is considered a public record and will be disclosed upon request from a third party.

10. Provide the following information for each **current** real estate appraiser license, certification or registration issued by any state or jurisdiction: (If additional space is needed, attached a separate sheet of paper with the following information.)

State/Jurisdiction	License, Certification or Registration No.	License Type	Expiration Date

11. In order to qualify for a Virginia temporary appraiser license, the appraiser's business must be of a temporary nature. List the following information for the specific temporary assignment. Include the business name, address and if this assignment includes multiple properties, include **all** the different addresses for each property.

➤ If more than 10 properties need to be reported, email a **complete** list to the Board at [REAppraisers@dpor.virginia.gov](mailto:REAppraisers@dpor.virginia.gov). A spreadsheet format is preferred (i.e., Excel). A copy of the spreadsheet must also be attached to this application.

Business Name	Business Street Address	City	State	Zip Code

12. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state, or national regulatory body?

No

Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor involving fraudulent and dishonest conduct** within the last five years?

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

14. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may desire. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia* and the *Real Estate Appraiser Board Regulations*.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**A Temporary License is valid for one year from the date of issuance and cannot be renewed or extended.**

The temporary assignment must be complete prior to the expiration date of the **permanent certification or license** issued by another state.