



Arkansas Appraiser Licensing and Certification Board

101 East Capitol, Suite 430
Little Rock, AR 72201
www.arkansas.gov/alcb
501-296-1843

FORM: NR-401

Application Received: _____
Credential number: _____
Processed by: _____
Documents Mailed: _____
Check #: _____
Amount of Check:\$ _____

FOR BOARD USE ONLY

**APPLICATION FOR NON-RESIDENT
LICENSURE OR CERTIFICATION**

Arkansas statutes provide for the registration of non-resident appraisers who are currently certified or licensed in other jurisdictions, provided the appraiser is coming from a State (Home State) that is "in compliance" with Title XI as determined by the Appraisal Subcommittee; the appraiser holds a valid credential from his or her Home State; and the Home State is deemed to have substantially equivalent licensing and certification requirements.

The Non-Resident credential is for:

() State Licensed Appraiser () State Certified Residential Appraiser () State Certified General Appraiser

Instructions: Please type or print legibly in ink the following information and:

- complete and submit this application and the attached Consent for Service of Legal Process form (notarized)
- include a check for the fee of \$265, payable to the Arkansas Appraiser Licensing & Certification Board (AALCB)
- if you have previously held an Arkansas appraiser credential, please include prior number: _____

Full Legal Name: _____
Last, First, Middle Name,

Any Other Name(s) Known As: _____

Gender: _____ SSN: _____ Birth date: _____

Residence: _____
Street Address

City, State, Zip

Home Phone: () _____ Cell: () _____

Business Address: _____
Street Address

City, State, Zip

Work Phone: () _____ Fax Number: () _____

Resident State: _____ Resident State Appraiser Credential Number: _____

Email: _____
(we will send notifications out via e-mail)

___Yes or ___No Have you ever (1) been convicted of or pled guilty or *nolo contendere* to a criminal offense (Include ALL felonies and misdemeanors, including DWI and DUI. You do not have to include traffic tickets); (2) been granted first offender treatment upon being charged with any criminal offense; (3) been placed on probation, community supervision, or deferred adjudication; or (4) are there any criminal charges pending against you? If marked yes, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

I certify that I have read and understand this application and that the answers given herein are true, correct and complete. I will furnish all additional information or documentation requested by the Arkansas Appraiser Licensing and Certification Board (AALCB) for verification of the information given in this application. I understand that failing to provide information or providing information that is false, misleading or fraudulent is grounds for denial of this application or revocation of my credential.

I certify that I understand and give consent for a state criminal background check performed by the Identification Bureau of the Department of Arkansas State Police and a national fingerprint-based criminal background check performed by the Federal Bureau of Investigation (FBI) in compliance with federal law and regulations to be completed. A copy of the Noncriminal Justice Applicant's Privacy Rights is a part of this application.

I agree that the Board may send all notices and communications concerning my credential to my email address on file with the board.

By signing this application and under penalty of perjury, I certify that I am the person whose name and address appear on this application and certify that all the information I have given on this application is true, correct, and complete.

Applicant's Signature

Date

I, the undersigned notary public, certify that the above-named individual appeared before me in person and acknowledged signing the foregoing instrument for the purposes therein set forth on this the _____ day of _____, 20_____.

Notary Public Signature

State of: _____

County of: _____

My Commission expires: _____

Arkansas Appraiser Licensing & Certification Board

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The official must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulations or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request 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/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34).

¹Written notification includes electronic notification, but excludes oral notification.

²See 28 CFR 50.12(b).

³See 5 U.S.C. 552a (b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d)



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FORM RA-402

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**NON-RESIDENT APPLICANT
CONSENT FOR SERVICE OF LEGAL PROCESS**

In accordance with ACA 17-14-101 et seq., "Arkansas Appraiser Licensing and Certification Act 541/1991," this consent form is to be completed by non-resident real estate appraisers applying for non-resident licensing or certification.

I, the below undersigned, do hereby, irrevocably consent that suits and actions arising out of any of my appraisal work in Arkansas may be commenced against me in the proper court of any county of Arkansas in which the cause of action arose or in which the plaintiff resides, by the service of legal process on the Secretary of State. I agree that such service on the Secretary of State shall be acknowledged in all courts to be valid and binding as if personal service of process had been made upon me.

Applicant's Printed Name

Applicant's Street Address, City, State, Zip

Applicant's Signature

Date

I, the undersigned notary public, certify that the above named individual appeared before me in person and acknowledged signing the foregoing instrument for the purposes therein set forth on this the _____ day of _____, 20_____.

Notary Public Signature

State of: _____

County of: _____

My Commission expires: _____