



Check Number:
Receipt Number:
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA LICENSED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$225.00

Fee(s) associated with credentialing: \$320.00 credentialing fee and \$40.00 ASC Appraiser Registry fee.

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at <https://appraiser.ne.gov/>.

County of Business: \_\_\_\_\_

Business Name: \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_  
PO Box or Street Number
City
State
Zip Code + 4

Principal Business Email Address \_\_\_\_\_ Business Area Code + Phone Number \_\_\_\_\_

Secondary or Residential Address, if different: \_\_\_\_\_  
PO Box or Street Number
City
State
Zip Code + 4

\_\_\_\_\_ Email Address \_\_\_\_\_ Area Code + Phone Number \_\_\_\_\_

### APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Type:	Jurisdiction:	License Number:	Issue Date:	Expiration Date:	Current Status:
					<input type="checkbox"/> Active <input type="checkbox"/> Inactive
					<input type="checkbox"/> Active <input type="checkbox"/> Inactive

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type:	State:	License Number:	Issue Date:	Expiration Date:	Disciplinary Action:
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

## DISCIPLINARY QUESTIONS

- Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

YES     NO

*If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.*

N/A     YES     NO
- Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

YES     NO
- Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

YES     NO
- Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

YES     NO
- Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

YES     NO
- Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

YES     NO

*If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.*

# APPLICATION SUBMISSION REQUIREMENTS

## GENERAL

- Completed application.
- Passport type photo (*Copy of driver's license will meet the requirement*).
- Check or money order for \$225.00: \$170.00 non-refundable application fee and \$55.00 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint cards  
OR
- Fingerprints submission completed through Nebraska State Patrol Date completed (month, year): \_\_\_\_\_

## QUALIFYING EDUCATION

A degree in real estate from an accredited degree-awarding college or university, or the equivalent as determined by the Appraiser Qualifications Board, that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, may be substituted for individual qualifying education courses. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education.

- Official transcript (unofficial transcripts will not be accepted) for an AQB-approved degree in real estate from an accredited degree-awarding college or university submitted.

**Include the following certificates of completion for qualifying education if you do not hold an active Nebraska trainee real property appraiser credential and the curriculum is not included in a submitted AQB-approved degree in real estate:**

- 30 hours of basic appraisal principles Date completed (month, year): \_\_\_\_\_
- 30 hours of basic appraisal procedures Date completed (month, year): \_\_\_\_\_
- 15-Hour National USPAP Course Date completed (month, year): \_\_\_\_\_

**Include the following certificates of completion for qualifying education if curriculum is not included in a submitted AQB-approved degree in real estate:**

- 15 hours of market analysis and highest and best use Date completed (month, year): \_\_\_\_\_
- 15 hours of appraiser site valuation and cost approach Date completed (month, year): \_\_\_\_\_
- 30 hours of sales comparison and income approaches Date completed (month, year): \_\_\_\_\_
- 15 hours of report writing and case studies Date completed (month, year): \_\_\_\_\_
- 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential approved by the Board) Date completed (month, year): \_\_\_\_\_

## REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,000 hours of real property appraisal practice experience in no fewer than six (6) months' time, which includes at least three (3) assignment result reports for residential real property.  
OR
- Document evidencing successful completion of a licensed residential PAREA program or a certified residential PAREA Program; and Board-approved real property appraisal practice experience log cover sheet and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program.



## UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States of America

**OR**

I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

**OR**

I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Applicant's Signature Date



## **AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION**

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
  - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
  - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

## 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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- 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 <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

### MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: \_\_\_\_\_

## AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
  - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
  - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
  - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
    - Any felony if civil rights have not been restored;
    - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
    - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
  - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.



## **DIRECTIONS**

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed and may be returned to you.
2. Along with the application, submit all documentation required under Application Submission Requirements.
3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## **ADDITIONAL INFORMATION**

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: \$170.00 application fee and \$55.00 criminal history record check fee.
- Fee(s) associated with credentialing: \$320.00 credentialing fee and \$40.00 ASC Appraiser Registry fee. Fees shall be paid within (30) thirty days of approval that applicant may be issued a credential as a licensed residential real property appraiser before applicant is authorized to act as a real property appraiser in this State.