

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 * (702) 486-4033
e-mail: realest@red.nv.gov * <http://red.nv.gov/>

INSTRUCTIONS FOR A NEVADA APPRAISER

INTERN REGISTRATION APPLICANT

- FORM:** Complete and submit form 539 by mail or in person at the Nevada Real Estate Division. Incomplete forms, missing or inaccurate documents, and/or missing application fee will result in the return of the application.
- CRIMINAL HISTORY:** Attach one fingerprint card and cashier check or money order in the amount of \$36.25 and made payable to the Department of Public Safety or submit an approved vendor verification form. The verification form must be dated within a ninety (90) day period immediately preceding application for licensure or certification. Obtain a list of vendors from the division website listed above, [Form 619](#).
- EDUCATION:** Attach a copy of the education certificates or transcripts consisting of pre-licensing courses approved by the Nevada Commission of Appraisers. Education certificates or transcripts may be 5 years old or less.

Applicants and the supervising appraiser **MUST** complete the Supervisor/Trainee course prior to submitting an application. This course is only required to be taken once.

- 30 hours of basic appraisal principles;
- 30 hours of basic appraisal procedures;
- 15 hours of National USPAP;
- 3 hours of Nevada Law.

- FEE: \$290.00** - Fees are accepted in the form of cash in exact change or checks, cashier checks, or money orders made payable to the Nevada Real Estate Division. Credit cards are accepted for in person counter transactions.
- NON-US CITIZENS:** Please provide proof of eligibility to work in the United States. Pending eligibilities will not be accepted. Copies of documents produced by the Department of Immigration and Naturalization are accepted and may be enlarged.
- NON-NEVADA RESIDENTS:** Complete and attach the Consent to Service of Process [Form 656](#).
- PICTURE:** Please attach a current picture on page #3.
- CIVIL APPLICANT WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the appraiser intern application.

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**REAL ESTATE APPRAISER
INTERN REGISTRATION APPLICATION**

*Only information deemed by law to be confidential shall be confidential (SSN, exam results, background investigation results). Most information provided by an applicant for licensure is public information and must be provided upon request. By policy, the Real Estate Division shall post (via the web site) and sell licensee lists which include the licensee's name, business address (even if same as home address), and business telephone number.

FEE: \$290.00 (Forms of payment: check, money order, or cashiers check made payable to NRED or cash in exact amount)

1. Name of Applicant: _____
Last *First* *M.I.*

Residence Address*: _____
Street *City* *State* *Zip*

Mailing Address: _____
Street or P.O. Box *City* *State* *Zip*

Home Phone: _____ Business Phone: _____

Date of Birth: _____ Social Security Number*: _____

Email address*: _____ Country Citizenship: _____

2. Employment History: Include previous 5 years

DATE	OCCUPATION	BUSINESS NAME AND ADDRESS

3. Investigation information: If your answer is YES to any of the following questions, attach the order of the court as a result of the proceedings. On an attached sheet, write a full detailed explanation, including dates, location, incident that caused the charge to be filed, and any other pertinent information.

Yes No

- a. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?
- b. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked?
- c. Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application?

Yes No 3. Investigation information continued

- d. Have you *ever* been convicted of a felony, gross misdemeanor, or misdemeanor?
- e. Have you *ever* been convicted of, or are you under indictment for, or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude?
- f. Are you presently on parole or probation or paying any restitution?
- g. Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge.
Date of discharge_____.

4. CHILD SUPPORT DECLARATION FOR NRS 425.520

Please indicate in the appropriate box below which **one** of the provisions apply to you. Your application for the issuance of this license will be denied if you do not complete this section.

- I am NOT subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.
- I am subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

5. DECLARATION: Signature of applicant-NRS 53.045

I, (print name) _____, hereby, under penalty of perjury declare that the answers contained in this application are true and correct; and I understand:

- That if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan my application for license, certification or renewal of a license or certification will be denied;
- That I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada;
- That by signing this application I authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

Applicant's signature: _____ Date: _____

PICTURE: Please place your current picture, 2" or larger, in the section below.

6. ACKNOWLEDGMENT OF INTENT TO EMPLOY

Supervising Appraiser name: _____ Certificate number: A. _____

Business Name: _____

Business Address: _____
Street City State Zip

Mailing Address: _____

I, _____ certify that I am a duly licensed Appraiser on active status with the Nevada Real Estate Division of the Department of Business and Industry, and that it is my present intent to employ or associate with me _____ (name of Intern) the within-named intern appraiser, applicant, and that if a registration card is issued I will exercise careful supervision over his/her appraisal activities while he/she is associated with or employed by me.

Signature: _____ Date: _____

STATE OF _____ SS. COUNTY OF _____

This instrument was acknowledged before me on _____ date, in the possession of applicant or by,

(Print name of person who presents the document)

X _____
Signature of Notarial Officer

(Notary stamp)

REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE
Pursuant to NRS 645C

All applicants MUST complete this section. Please select ONE option.

I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: _____

I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.

I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at:
<http://nvsos.gov/>



CIVIL APPLICANT WAIVER

NOTICE OF NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of submitting agency) Nevada Real Estate Division (NRED) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge that accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:
16.34 – Procedure to obtain change, correction or updating of identification records.
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2. 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
3. Based on 28CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
5. I hereby authorize (enter name of the requesting agency) Nevada Real Estate Division (NRED), to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.
In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Nevada Real Estate Division (NRED)

Address: 3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102

Agency representative: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: _____

Date: _____