



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
Email: grecmal@grec.state.ga.us

## Appraiser Reciprocal Application

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation is required, attach to the application and mail to the address above. Once the completed application, including all supporting documents, is received the new classification will be issued. An application requiring a background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge.

**NOTE: Georgia only offers reciprocity to Licensed or Certified classifications.** If you are classified as a 'trainee' in another state, you must complete the 'Application for State Trainee Appraiser' or 'Application for State Registered Appraiser'.

- Attach a notarized Lawful Presence Verification form and a Secure and Verifiable Document, as detailed on our website, **if not already on file with GREAB.**
- If the date of this application is after your birth month this year**  
Include a non-refundable, classification fee in the form of a **cashier's check or money order for \$135.00** made payable to the Georgia Real Estate Appraisers Board. This fee includes the \$40.00 registry fee to the Appraisal Subcommittee (ASC).
- If the date of this application is during or prior to your birth-month this year**  
Include a non-refundable, classification fee in the form of a **cashier's check or money order for \$175.00** made payable to the Georgia Real Estate Appraisers Board. This fee includes the \$80.00 registry fee to the Appraisal Subcommittee (ASC).
- You must be listed as Active on the National Registry maintained by the Appraisal Subcommittee ([www.asc.gov](http://www.asc.gov)).
- OR**
- Attach a certified appraiser history obtained from the state licensing board or regulatory agency in the state in which you are classified. **This is NOT a copy of your wall certificate or pocket card.** The appraiser history must:
- (1) Show that your classification is in good standing and is not lapsed or expired.
  - (2) Have been issued within one year of this application.
  - (3) Indicate whether or not any disciplinary actions have been imposed.
  - (4) Show that you passed an examination to obtain the classification.
- Attach a **Georgia Criminal Information Center report (GCIC)** if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.
- Attach any supporting documentation, *if required*, in Section B.

## Section A Appraiser Information

Check this box if Applicant is a Military Spouse or Transitioning Service Member.

First Name:  Middle Name:  Last Name:  Suffix:

SSN:  Classification Type:  Birth date:  (mm/dd/yyyy)

Male  Female

Email:

### FOR OFFICE USE ONLY

National Registry Checked by and Date:

Rec Dt	Rec By	Fee	Proc By & Date	PLS	PID#	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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**Residence Address:**

City:  State:  Zip Code:

County:  Phone Number:

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**Business Address:**

City:  State:  Zip Code:

County:  Phone Number:  Fax Number:

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**Mailing Address:**

City:  State:  Zip Code:

County:  Alternate Phone Number:

**NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law.

## Section B Background Information

(1) Have you previously held a Georgia appraiser classification?  YES  NO

If Yes, provide Full Name:  Number:

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

(2) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?  YES  NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding every conviction
  - 2) whether you have made any required restitution
  - 3) whether you have completed all conditions of your sentence
  - 4) whether you are on parole or probation (*and the date it will end*)



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(3) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

(4) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES  NO

**If you answered "YES" to question (4), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

(A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a **detailed written statement** that includes:

- 1) an explanation of the circumstances surrounding the disciplinary action
- 2) whether you have made any required payment
- 3) whether you have completed all conditions of your disciplinary action
- 4) whether your license is currently suspended or revoked

## Section C

## Certification

I hereby certify that I have read the Georgia Real Estate Appraiser Licensing and Certification Act (O.C.G.A. Chapter 43-39A: Rules and Regulations Chapter 539) and agree to abide by its provisions in all appraisal activity in the state of Georgia.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as a state real property appraiser within the state of Georgia and if at the time I am not a resident of the state of Georgia, suit may be commenced against me in the county in the state of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Real Estate Commissioner of the Georgia Real Estate Appraisers Board, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the state of Georgia.

I hereby agree that if I am or become a nonresident of the state of Georgia, I will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-39A-22 by promptly supplying any documents that any authorized investigator of the Board may request and by personally appearing at the Board's offices or other location in Georgia as the Board's investigator may request.

I hereby authorize a representative of the Georgia Real Estate Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Appraisers Board may require additional information in order to process the application.

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting the business of a state real estate property appraiser in Georgia until I receive my wall certificate.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Applicant Signature:

Date:

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