



Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
Board of Certified Real Estate Appraisers  
333 Willoughby Avenue, 9th floor  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-5470  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

## COURTESY LICENSE APPLICATION FOR APPRAISERS

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The following items must be on file before the Board will consider an application for a Courtesy license:

1. Complete, signed and notarized application (08-4223).
2. Payment of the required Courtesy license fee of \$300.00 made payable to the State of Alaska.
3. Verification of current Licensure/Certification from another state, in good standing (08-4223b).
4. Provide an address for "Service of Process."
5. Complete Authorization for Release of Records (08-4223a).

### GENERAL INFORMATION

#### APPLICATION

A courtesy license may be issued to a nonresident who is a certified real estate appraiser in another state and who meets 12 AAC 70.920.

A courtesy license is valid for one appraisal assignment (which may include more than one property), not to exceed 180 consecutive days. However, upon request the board will grant one 30-day extension. A person may be issued no more than two courtesy licenses in a 12-month period.

A courtesy license holder shall submit to the board a copy of the report prepared for the appraisal assignment for which the license was issued within 30 days of the completion of the assignment.

#### "YES" RESPONSES

A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any question in the application, be sure to submit an explanation and copies of applicable documentation (e.g., court judgement, etc.).

#### ADDRESS CHANGE

In accordance with 12 AAC 02.900, a person must notify the Division in writing of a change of address.

#### SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social Security number must complete the "Request for Exception from Social Security Number Requirement" form located on the division's website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) or contact the division office for the form.

#### PUBLIC INFORMATION

Please be aware that all information on the initial application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ), under "License Search."

#### PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.



All states or jurisdictions in which you are currently or ever have been licensed/certified must be reflected below. List state, license/certification number, date of issuance, and years of practice in each state.

Jurisdiction	How Licensed/Certified (Exam, Reciprocal, or Other)	License/Certification No.	Date of Issuance	Years of Practice

List legal description which could include one or more properties (AS 08.87.900(3)) of real estate to be appraised:

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**Within 30 days of completion of your Alaska assignment, you must submit to the board a copy of the final appraisal report.**

I certify that the information in this application is true and correct to the best of my knowledge. I understand that any false information or falsification of documents may result in failure to obtain licensure under the Board of Certified Real Estate Appraisers in Alaska, or subsequent revocation of my registration/license.

SIGN HERE



\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



\_\_\_\_\_  
Notary Public

for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

SEAL

(or postmaster stamp if notary is not available)

**All information provided with this application will be considered public unless required to be kept confidential by state or federal law.**

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**AUTHORIZATION FOR RELEASE OF RECORDS**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_, authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgements, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organization if appropriate.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate. This authorization expires one year from the date of my signature.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.

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**VERIFICATION OF LICENSURE/CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

I am applying for a courtesy license to practice as an appraiser in the State of Alaska. The Board of Certified Real Estate Appraisers requires that this form be completed by each jurisdiction in which I hold or have held certificates/licenses. Please complete the form and return it directly to the Board of Certified Real Estate Appraisers at the above address.

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

Address: \_\_\_\_\_  
\_\_\_\_\_

The information below must be completed **by the State licensing Board**, not by the applicant, and **returned directly to the Alaska Board**.

PLEASE DO NOT DETACH

State of \_\_\_\_\_

Name of Licensee/Certification Holder: \_\_\_\_\_

License/Certificate No. \_\_\_\_\_ Issued effective: \_\_\_\_\_

By formal agreement endorsement: \_\_\_\_\_ By examination: \_\_\_\_\_

Exam Source: \_\_\_\_\_ (i.e., ASI, PES, etc.) Date: \_\_\_\_\_

Certificate/License is current: \_\_\_\_\_ lapsed: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Is the applicant the subject of an unresolved complaint or ongoing disciplinary action?  Yes  No

Has the applicant's certificate/license ever been suspended, revoked, voluntarily surrendered, placed on probation, or restricted in any other way?  Yes  No

If yes, for what reason? \_\_\_\_\_  
\_\_\_\_\_

Derogatory information. If none, please indicate: \_\_\_\_\_

Comments, if any: \_\_\_\_\_

[Board Seal]

(All verifications must have board seal)

Signed \_\_\_\_\_

Title \_\_\_\_\_

State Board \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Date \_\_\_\_\_