

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**APPRAISER CERTIFICATION PROGRAM**

308 S. Pierre St., Pierre, SD 57501  
Tel: 605.773.3803 Fax: 605.773.5405 dlr.sd.gov/appraisers

**NON-RESIDENT APPRAISER APPLICATION FOR TEMPORARY PRACTICE**

(FOR OFFICE USE ONLY)

Date Application Received: \_\_\_\_\_

Temporary Practice Fee Amount Received: \_\_\_\_\_

Verified ASC National Registry: \_\_\_\_\_

Temporary Practice Permit Valid Through: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

Permit Number Issued: \_\_\_\_\_

The state of South Dakota will recognize temporarily the certificate or license of a real estate appraiser in good standing issued by another state if the appraiser's business is of a temporary nature, the appraiser registers with the South Dakota Department of Labor and Regulation, Appraiser Certification Program **before** beginning the assignment, and pays the required temporary practice fee. The Temporary Practice permit is only valid for six months from the date of issuance and for a **single** appraisal assignment within South Dakota. A single appraisal assignment may include one or more properties under one contract for a **single client**.

**INSTRUCTIONS:**

- complete and submit this application and the attached Sworn Declaration and Irrevocable Consent forms;
- submit fee in the amount of \$200.00; and
- include a copy of the contract or engagement letter containing address and date assignment is due.

**SELECT ONE:**

State Licensed Appraiser

State Certified Residential Appraiser

State Certified General Appraiser

Name: \_\_\_\_\_  
Last First MI

Residence Address: \_\_\_\_\_  
Street

City State Zip Code

Business Name & Address: \_\_\_\_\_  
Business Name Street

City State Zip Code

Preferred Contact Phone & Email: \_\_\_\_\_  
Telephone Number Email

Fax Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Resident State: \_\_\_\_\_ Resident State Appraiser License Number: \_\_\_\_\_

Please answer either yes or no for each question in the section below.

1. Have you **ever** had a real estate appraiser credential **disciplined** with suspension, censure, reprimand, revocation, probation or any other method of discipline **in South Dakota or any other state** or jurisdiction?
2. Have you **ever** been **denied** an appraiser credential **in South Dakota or any other state** or jurisdiction?
3. Are there **any** investigations, complaints, or disciplinary action **currently pending** against you as a real estate appraiser or as a licensee or certificate holder in any other regulated occupation, trade, or profession, **in South Dakota or in any other state** or jurisdiction?
4. Have you **ever** been **disciplined** with suspension, denial, censure, reprimand, revocation, probation or any other method of discipline of a certificate or license **by any other regulated occupation**, trade, or profession **in South Dakota or any other state** or jurisdiction?
5. Have you been convicted or found guilty of **any** criminal offense other than a speeding violation? (e.g., DUI, disorderly conduct, simple assault, failure to show financial responsibility, etc.)
6. Have you **ever** been convicted or pled guilty or nolo contendere to a misdemeanor involving moral turpitude or to a felony before a court of competent jurisdiction **in this or any other state**?

If you answered **"yes"** to any of the above questions, attach an explanation.

THE APPRAISAL ASSIGNMENT:

Name of client: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Specific Property Address(es) to be appraised (including city, county and state):

Type of property being appraised (i.e. Industrial Bldg., Farmland, etc.):

Estimated time to complete the assignment: \_\_\_\_\_

## SWORN DECLARATION

I hereby state that I have fully read and understand the questions presented in this application and have answered them truthfully and completely. I affirm that I have read and agree to comply with all provisions of the South Dakota Department of Labor and Regulation, Appraiser Certification Program License laws and rules. I acknowledge that my failure to make a full and accurate disclosure of any information called for herein may result in the denial of, and/or revocation of my application for temporary practice.

I agree to provide additional information or documentation as may be deemed necessary by the South Dakota Department of Labor and Regulation, Appraiser Certification Program for the verification of the information I have disclosed in this application.

I acknowledge that I understand that the Temporary Practice Permit obtained hereby is not valid for any individual other than myself. I acknowledge that I understand that the state of South Dakota may have requirements in addition to this application and that it is my responsibility to comply with South Dakota's requirements.

I understand that I am not allowed to practice real estate appraisal activity in South Dakota until my application is approved and I am issued a Temporary Practice Permit.

I hereby declare and affirm under penalty of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

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

\_\_\_\_\_  
Date of Signature

### IRREVOCABLE CONSENT:

State of:

\_\_\_\_\_  
(Applicant's Home State)

County of:

\_\_\_\_\_  
(Applicant's Home County)

I, by applying my signature below, hereby submit an irrevocable consent that service of process upon me may be made by delivery of the process to the secretary of the South Dakota Department of Labor and Regulation if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me and action against me in a court in South Dakota arising out of my temporary appraisal activities as a real estate appraiser in South Dakota.

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

\_\_\_\_\_  
Date of Signature

### Application Submission and Fee Payment Options:

**Check or Money Order Payment** - Mail completed application together with the fee and any supporting documents to: South Dakota Appraiser Certification Program, 308 S Pierre St., Pierre, SD 57501

**Credit Card Payment** - Email scanned application together with any supporting documents to: anna.bennett@state.sd.us. Or, to make a payment over the phone, call Anna Bennett at 605-773-3803.

Provide your Credit Card information\*      Business Card \_\_\_\_\_      Personal Card \_\_\_\_\_

Credit Card Number

Expiration Date

CVV2

Dollar Amount

Today's Date

\*Credit card information is never saved or shared.