

**APPRAISER CERTIFICATION PROGRAM**

217 W. Missouri Ave., Pierre, SD 57501  
Tel: 605.773.6193 dlr.sd.gov/appraisers

**APPLICATION FOR CREDENTIAL BY RECIPROCITY**

<b>APPRAISAL SUBCOMMITTEE – AUTHORIZATION FOR RELEASE OF SOCIAL SECURITY NUMBER:</b>  I hereby:        authorize        Do Not authorize  The Department of Labor and Regulation to release my Social Security Number to the Appraisal Subcommittee for use as the unique identifying number for the National Registry of Real Estate Appraisers	<b>FOR OFFICE USE ONLY:</b>  Date Application Received _____ National Registry _____ DSS: _____ Date Issued: _____
Certified General Fee:     \$400 + National Registry Fee \$40 = <b>\$440</b> Certified Residential Fee: \$375 + National Registry Fee \$40 = <b>\$415</b> State License Fee:         \$350 + National Registry Fee \$40 = <b>\$390</b>	All fees are <b>NON-REFUNDABLE</b> Please make checks payable to the Appraiser Certification Program. Call to pay by credit card.

**Part I:**

Application is for:        State-Licensed        State-Certified Residential        State-Certified General

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Driver License or State-Issued ID: \_\_\_\_\_ SSAN: \_\_\_\_\_

Home/Mobile phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

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

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Original appraiser credential issued under the laws of the state of: \_\_\_\_\_

State-licensed        State-Certified Residential        State-Certified General

Credential No: \_\_\_\_\_ Dated: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Provide a Letter of Good Standing / History Letter from the original issuing state.

What other credentials do you hold? Indicate state, license/certificate number, and type for each one:

Is your spouse an active-duty member of the armed forces?                      Yes\*                      No

If yes, is your spouse subject to military transfer to South Dakota, and did you leave employment to accompany your spouse to South Dakota?                      Yes\*                      No

Please choose either “yes or no” for each question below:

a) Have you **ever** had a real estate appraiser certificate or license disciplined with suspension, censure, reprimand, revocation, probation or any other method of discipline in South Dakota **or any other** state or jurisdiction?

Yes\*                      No

b) Have you ever been denied an appraiser certificate or license in South Dakota or any other state or jurisdiction?

Yes\*                      No

c) 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 another regulated occupation, trade, or profession, in South Dakota or in any other state or jurisdiction?                      Yes\*                      No

d) Have you ever been disciplined with suspension, denial, censure, reprimand, revocation, probation or any other method or discipline of a certificate or license by another regulated occupation, trade, or profession in this state or another state or jurisdiction?                      Yes\*                      No

e) 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.)                      Yes\*                      No

f) 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?                      Yes\*                      No

If you answered “yes” to any of these questions, attach an explanation.

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# 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 the Application for an Appraiser Credential by Reciprocity 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 License.

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:

**Application Submission** – Mail the completed application, fee, and any supporting documents to: South Dakota Appraiser Certification Program, 217 W. Missouri Ave., Missouri River Plaza, Pierre, SD 57501 or via email to [AppraiserCertification@state.sd.us](mailto:AppraiserCertification@state.sd.us).

**Payment Methods** – Please make check or money order payable to Appraiser Certification Program. **For your security, we are no longer accepting credit payments via email. To pay by card, call the office.**