



# West Virginia Real Estate Appraiser Licensing and Certification Board

## Mailing Address

PO Box 40267  
Charleston, WV 25364

Phone: 304.558.3919

FAX: 304.558.3983

Email: [wvappraiserboard@wv.gov](mailto:wvappraiserboard@wv.gov)

Website: [www.appraiserboard.wv.gov](http://www.appraiserboard.wv.gov)

## APPLICATION FOR LICENSURE OR CERTIFICATION BY RECIPROCITY— INSTRUCTIONS

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*Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain that the application is completed in its entirety, that all questions are answered truthfully and that any requested information is included with the application package. Please retain copies of all submitted information.*

1. Application must be legible. Please type or print clearly in ink.
2. Fees:
  - A. Application Fee of \$150. *This fee is non-fundable.* If the application is returned for any reason, the application fee will not be re-funded. Re-submission of the application will require an additional application fee of \$150.
  - B. License Fees: License fees include National Registry Fee of \$40 per year. All licenses expire September 30th regardless of date of issue.
    - A. State Licensed Residential Appraiser—\$305 per year
    - B. State Certified Residential Appraiser—\$355 per year
    - C. State Certified General Appraiser—\$505 per year
3. Application Fee and License Fee must be in the form of a check or money order and made payable to the WV Real Estate Appraiser Board. Application Fee and License Fee may be combined in one check or money order. Mail application and payment to: **WVAB, PO Box 40267, Charleston, WV 25364.** THE BOARD OFFICE CANNOT ACCEPT DELIVERY OF FEDERAL EXPRESS, UPS, OR OTHER DELIVERY SERVICES.
4. Applicants must apply for a West Virginia real estate appraiser license or certification of the same classification as the out-of-state classification license or certification currently held.
5. Securely tape a photograph taken within the past year to the application where indicated.
6. Enclose a copy of your current license from the state you are seeking reciprocity.
7. Enclose a signed Oath and Affidavit.
9. Enclose a signed Irrevocable Consent to Service.
10. Enclose a copy of a certificate reflecting your most recent USPAP Update Course taken.
11. Enclose a copy of your WV Law Course Certificate.



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## APPLICATION FOR LICENSURE OR CERTIFICATION BY RECIPROCITY

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Business Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**For Roster and Mailing Purposes, Please Choose One:**  Residence Information  Business Information

### Classification Requested:

**State Licensed Residential Appraiser \$305**  
Non-Refundable Application Fee \$150  
TOTAL \$455

**State Certified General Appraiser \$505**  
Non-Refundable Application Fee \$150  
TOTAL \$655

**State Certified Residential Appraiser \$355**  
Non-Refundable Application Fee \$150  
TOTAL \$505

(All License Fees include \$40 National Federal Registry Fee)

### OFFICE USE ONLY

Application Fee Check No. \_\_\_\_\_ Deposit No: \_\_\_\_\_

License/Certification Fee Check No. \_\_\_\_\_ Deposit No: \_\_\_\_\_

- Date Received
- Affidavit
- Consent to Service
- ASC
- Current License
- USPAP Certificate  WV Law Course Certificate

WV Lic./Cert. No. \_\_\_\_\_

Date Issued \_\_\_\_\_



APPLICATION FOR LICENSURE OR CERTIFICATION BY RECIPROCITY— PAGE 2

Are you now, or have you in the past, been licensed or certified as an appraiser in any state?

Yes     No

If so, list state and license number. Attach additional sheets if needed.

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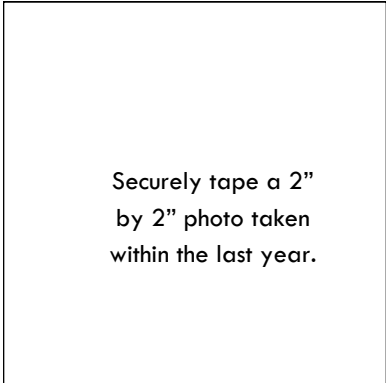
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Have you ever been known by any other name(s)? If yes, state in detail, every other name by which you have been known. Attach certified copy of marriage certificate, relevant portions of court order related to name change, or other legal documents supporting name change.

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Pursuant to W.Va. Code, you must answer the following questions and certify, under the penalty of false swearing and possible license suspension or revocation, that all answers are true and correct.

1. Have you ever been convicted of a violation of any local, state or federal law (either felony or misdemeanor), or is there such charge pending against you now?  
 Yes    No
  
2. Have you ever had a real estate appraiser license or other professional license or certification to practice any other regulated occupation or profession revoked, suspended or surrendered, or has any other form of disciplinary action been taken against you in any other jurisdiction?  
 Yes    No
  
3. Are there any appraiser complaints or charges pending against you in any other jurisdiction?  
 Yes    No
  
4. Have you ever had an application for an appraiser license or certification denied in WV or any other jurisdiction?  
 Yes    No

*If you answer "yes" to any of the above questions, you must attach a separate sheet providing a detailed written explanation, including dates, case numbers. Include a copy of the final disposition of the case and copies of any relevant documents. Answering "yes" does not mean automatic denial of an application.*

OATH & AFFIDAVIT

**I HEREBY:**

1. Acknowledge that I am the person referred to in the foregoing application and supporting documents. I have answered all questions completely and truthfully and to the best of my knowledge. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to withhold a license or certification issued by this Board, refuse renewal or revoke a license or certification;
2. Agree to comply with the standards set forth in the West Virginia Code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me;
3. Agree that I have knowledge of and will comply with the Uniform Standards of Professional Appraisal Practice (USPAP) that were adopted and promulgated by the Appraisal Standards Board of the Appraisal Foundation and in place as of the effective date of any appraisal performed by myself;
4. Agree to return the license or certification upon request if issued in error, for non-renewal or if requested by this Board after a hearing pursuant to disciplinary action.

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

County of \_\_\_\_\_

I, \_\_\_\_\_ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_

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

SEAL

NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

I, \_\_\_\_\_, the undersigned, being an applicant for a real estate appraiser license/certification with the State of West Virginia, hereby give my irrevocable consent that service of process in any action or proceeding arising out of my activities as a West Virginia Real Estate Licensee may be upon me by means of delivery of that process to the West Virginia Secretary of State, if the plaintiff, in the exercise of due diligence, cannot effect personal service upon me. I agree that such service shall be taken and held in all courts to be valid and binding as if personal service has been made upon me.

Print Name of Applicant \_\_\_\_\_

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

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

County of \_\_\_\_\_

I, \_\_\_\_\_, a notary public in and for the above-named county and state, do certify that \_\_\_\_\_, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_

Notary public \_\_\_\_\_

SEAL