



# West Virginia Real Estate Appraiser Licensing and Certification Board

Phone: 304.558.3919  
FAX: 304.558.3983  
Email: [wvappraiserboard@wv.gov](mailto:wvappraiserboard@wv.gov)  
Website: <https://appraiserboard.wv.gov>

Application Mailing Address:  
PO Box 40267  
Charleston, WV 25364

## APPRAISER MISCELLANEOUS REQUESTS

Please type or print clearly in ink. Complete form in its entirety. Mail request and payment in the form of a check or money order made payable to the WV Appraiser Board to: **WVREALCB, PO Box 40267, Charleston, WV 25364**. All fees are non-refundable. The Post Office box will not accept delivery of FedEx, UPS, or other delivery services.

- Request for:**
- Appraiser Certificate of Good Standing, \$20 each x no. of requests
  - Appraiser Renewal Late Fee, \$80
  - Duplicate Pocket Card, \$40 each
  - Duplicate Wall Certificate, \$40 each
  - Roster Fee \$28 each
  - Select: active appraisers or inactive appraisers
  - Roster Subscription (one year), \$40
  - Standards Administrative Fee or Fine, as determined

\$ \_\_\_\_\_  
**TOTAL ENCLOSED**

Complete section below if Certificate of Good Standing is to be sent directly to an agency or state board.  
Add additional sheets, if needed.

Name of Agency or State Board: \_\_\_\_\_  
To the Attention of: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

License or Certification No: \_\_\_\_\_ Social Security: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**I certify that I am requesting the above information.**

Printed Name of Applicant \_\_\_\_\_

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

**OFFICE USE ONLY** Check No. \_\_\_\_\_ Deposit No: \_\_\_\_\_  
Amount Received \_\_\_\_\_ Date Received: \_\_\_\_\_  
Date Processed \_\_\_\_\_ Date Paid: \_\_\_\_\_

