IDAHO REAL ESTATE APPRAISER BOARD

Idaho Division of Occupational and Professional Licenses or P.O. Box 83720, Boise ID 83720-0063

Phone: (208) 334-3233 Website: https://dopl.idaho.gov

E-mail: rea@dopl.idaho.gov

APPLICATION FOR CHANGE OF DESIGNATED CONTROLLING PERSON

The designated controlling person's signature must be notarized, and a \$33.25 processing fee, payable to DOPL, included for the required FBI fingerprint criminal history check. Submit the completed form, payment and required completed fingerprint card (fingerprints must have been taken within the previous 180 days per Idaho State Police policy) to the address noted above. All requested information must be provided, and all questions must be answered for the update to be made to your registration. Processing will be delayed for applications that are incomplete or do not include a Social Security number or other documentation required under Idaho Code § 73-122.

1.	Name of Appraisal Management Company						
2.	Idaho Registration Number						
3.	Name of New Designated Controlling Person (This person must have a satisfactory fingerprint-based crimin		eck.)				
4.	Social Security # of Designated Controlling Person (This is not a public record; required by I.C. §			lic record; requi	ired by I.C. § 67-2	2609.)	
5.	Mailing Address of Designated Controlling Person	Street/PO Box		City	State	Zip	
6.	Designated Controlling Person Phone ()(The above phone number is not a public record.)				not a public recor	d.)	
7.	Has the applicant or any controlling person of registration refused, denied, cancelled, surrende including Idaho, or other jurisdiction, or been company that has been subject to any of the previous (If Yes, you must attach: (a) a copy of the charges and final order a detailed statement of explanation from the individual or entity number(s), the allegations if you are aware of them, and (d) any of	red in lieu a controll us listed ite must be receiv involved whi	i of revocation ling person of ms of disciplin ed by the Board di- ich includes the ju	n, or revolution, or revolution appraise? (a) Yest rectly from each	ked in any nisal manag ()] ch issuing autho	state, ement No rity; (b)	
8.	To the best of your knowledge is the professional appraiser license of the designated controlling person currently the subject of a pending disciplinary action or investigation in any state, including Idaho, or other jurisdiction? () Yes () No (If Yes, please attach (a) a detailed statement of explanation from the individual or entity involved which includes the jurisdiction, (b) the license/registration number(s), (c) the allegations if you are aware of them, and (d) any other relevant information.)						
9.	Has the designated controlling person ever receive suspended sentence for a felony in any state, includ (If yes, the Criminal Conviction Disclosure Form, official court documents information must be received with this application.)	ing Idaho,	or other jurisd	iction?	() Yes (ent or) No	

10. <u>CERTIFICATIONS BY DESIGNATED CONTROLLING PERSON</u>

I certify that I have been designated and duly authorized as the designated controlling person and been given authority to execute this document and to act for the registered Appraisal Management Company, and that I have full knowledge of the registrant's Appraisal Management Company responsibilities, and have been officially delegated and do accept the authority to ensure the registrant's Appraisal Management Company compliance with the applicable state statutes and rules.

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AFFIDAVIT

Upon oath I certify that: (1) I am the designated controlling person pursuant to Idaho Code § 54-4126 of the applicant Appraisal Management Company and am the authorized representative of the applicant and its owners/representatives and am authorized to make this application on behalf of the applicant and to bind the applicant and its owners/controlling persons/representatives to every response and commitment made herein; (2) Use in this application and affidavit of "I" or "my" or "me" shall, as the usage may require, refer to the applicant, its owners/controlling persons/representatives and to myself, and that: (3) The responses and information provided in this application and in the accompanying addendum(s) and documentation are true and correct to the best of my knowledge; (4) This application is signed on behalf of the applicant; (5) I have read and will conform to the Laws, Rules and ethical requirements governing the license or authority applied for or granted pursuant to this application; (6) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws, Rules or ethical requirements governing Appraisal Management Companies or the profession of Real Estate Appraisal shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted pursuant to this application; (7) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate, incomplete or misleading; (8) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Division of Occupational and Professional Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on the eligibility for or maintenance of the license or authority applied for or granted pursuant to this application and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; (9) I authorize the Division of Occupational and Professional Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority applied for or granted pursuant to this application in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof; and (10) Every statement made and all information presented in this application and any addendum or other attachment submitted herewith is true and correct.

	Signature of Designated Controlling Person		
State of, County of	, SS.		
Subscribed and sworn before me this day of	, 20		
(seal)	Notary Public Official Signature My Commission Expires		

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Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the Idaho Real Estate Appraiser Board that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other
benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of
Federal Regulations (CFR), Section 16.34.
If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code
§67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website https://isp.idaho.gov/bci/criminal-history/.

Please retain a copy of this document for your records.