



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**COUNCIL ON REAL ESTATE APPRAISERS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

## APPLICATION FOR APPRAISAL MANAGEMENT COMPANY REGISTRATION INSTRUCTION SHEET

### When to File

File this application for registration as an Appraisal Management Company in Delaware when the business:

- engages (or tries to engage) directly or indirectly in business as an appraisal management company, or
- performs (or tries to perform) directly or indirectly appraisal management services, or
- advertises or holds itself out as engaging in or conducting business as an appraisal management company.

If the company has more than one office that will conduct business in Delaware, only one registration is required for all of the offices.

Do **not** file this application when a business employs real estate appraisers to perform all real property appraisal services in the normal course of its business and is responsible for ensuring that its employees perform the services in accordance with Uniform Standards of Professional Appraisal Practice and federal and state law ([24 Del. C. §4023](#)). Such businesses are not required to register as appraisal management companies.

### Controlling Person Requirements

Each appraisal management company filing this application must designate one person who will be the contact for all communication between the Council and the appraisal management company. This contact person is termed the *controlling person*.

To serve as an appraisal management company's controlling person, the person selected must

- meet the requirements in [24 Del. C. § 4002 \(10\)](#)
- arrange for the Council office to receive State of Delaware and Federal Bureau of Investigation criminal history records, and
- certify to the Council that no financial, real estate or mortgage lending industry license or certificate issued to them by any state (including Delaware) has ever been refused, denied, canceled, revoked or voluntarily surrendered, unless the license or certificate was later granted or reinstated.

#### Notice to Appraisal Management Company Owners and Controlling Person

No person who owns an appraisal management company or who is a principal of the company or who is its controlling person (as defined above) may have had any financial, real estate, real estate appraiser or mortgage lending industry license or certificate refused, denied, canceled, revoked or voluntarily surrendered in lieu of revocation for substantive cause, in any state (including Delaware) unless the license or certificate was subsequently granted or reinstated. At its discretion, the Council may waive this requirement by appeal.

**Note: States frequently suspend or revoke for situations that are typically considered non-substantive causes, like the failure to pay taxes or child support. This does not have to prohibit the owner from AMC ownership of the AMC as a whole from being registered with the State.**

### Requirements for All Applications

- Submit completed, signed and notarized [Application for Appraisal Management Company Registration](#).
- Enclose the non-refundable [processing fee](#) by check or money order made payable to the "State of Delaware."
- Arrange for the Council office to receive proof of a surety bond in the amount of at least \$20,000.

- Submit a [Certificate of Individual](#) form completed and signed by the appraisal management company controlling person and **each** owner of the company.
  - The form included with this application may be copied. It is also available on the Council's [Forms](#) page.
  - The appraisal management company controlling person and each owner of the company must sign his or her own [Certificate of Individual](#) forms before a notary.
  
- Arrange for the Council office to receive State of Delaware and Federal Bureau of Investigation criminal history records on the controlling person and each person who owns more than 10% of the appraisal management company.
  - The controlling person and each person who owns more than 10% of the business must complete the *Criminal History Record Check Authorization* form included with the application and follow the instructions on the form to arrange to be fingerprinted. Submit the forms and payment to the State Bureau of Identification (SBI). Do **not** send these forms to the Council office!
  - **Allow at least four weeks for the SBI to send criminal history records to the Council office.**
  - A new criminal background check is required even if the person recently had a criminal background check done for some other reason.
  
- If the company has ever held any other license to engage in appraisal management services in any jurisdiction (state, U.S. territory or District of Columbia), arrange for the Council office to receive a license verification from *each* jurisdiction, sent *directly* from the jurisdiction to the Board office.
  
- If the controlling person or an owner of the company does not have a U.S. SSN, he or she must complete and submit a [Request for Exemption from Social Security Number Requirement](#).  
 The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants: Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 *Del. C.* §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 *Del. C.* §2216) and for other lawful purposes.

## Reporting Changes

An owner or controlling person of an Appraisal Management Company is required to notify the Council office of the following events.

- Notify the Council office *in writing* within ten days of any change in the company's owners or controlling person (as defined above).
  - If the change involves a new controlling person or owner of the business who has not previously submitted a [Certificate of Individual](#) form, the new controlling person or owner must complete, sign and submit a [Certificate of Individual](#) form.
  - If the change involves a new controlling person or owner who owns more than 10% of the business who has not previously submitted State of Delaware and Federal Bureau of Investigation criminal background checks, the new controlling person or owner must complete the *Criminal History Record Check Authorization* form and follow the instructions on the form to arrange to be fingerprinted.

**Example:** A new controlling person is named. The new controlling person must submit a [Certificate of Individual](#) form to the Council office and arrange for the Council office to receive State of Delaware and Federal Bureau of Investigation criminal background checks.

- Notify the Council office *in writing* within three days after the arrest of the company's controlling person or any of the company's owners for any crime other than minor traffic violations.
- If the business is a corporation not domiciled in Delaware, notify the Council office in writing within ten days if the company's registered agent for service of process in Delaware changes.

If the ownership of the business changes, a new application is required.

**Example:** The business is sold to new owners. The new owners must file a new application. As part of the new application, the new owners and selected controlling person must submit [Certificate of Individual](#) forms to the Council office and arrange for the Council office to receive State of Delaware and Federal Bureau of Investigation criminal background checks.

## Renewing Registrations

Appraisal management company registrations expire annually on March 31 each year. Several weeks before the expiration, a notice will be emailed to the business' email address on file with the Division of Professional Regulation. Please keep the contact information for the controlling person up-to-date so that notices we send will reach the business. The notice will include instructions on how to renew the registration.



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**APPLICATION FOR APPRAISAL MANAGEMENT COMPANY REGISTRATION**

**COMPANY IDENTIFYING INFORMATION**

1. Legal Name: \_\_\_\_\_
2. Doing Business As (DBA) *if different than legal name*: \_\_\_\_\_
3. Company **Mailing** Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
4. Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_
5. Federal Employer Identification Number (EIN): \_\_\_\_\_ - \_\_\_\_\_
6. Is the company named above a corporation that is *not* domiciled in Delaware? Yes  No  If yes, enter the following information about the company's registered agent for service of process in Delaware:  
Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
7. Does the AMC meet the federal definition of AMC rule ownership limitations and panel size thresholds of 16 or more appraisers operating in a single state OR 25 or more appraisers operating in multiples states? Yes  No
8. Is it a single state (16 or more appraisers) or a multiple state (25 or more appraisers)? \_\_\_\_\_
9. Provide the number of appraisers who provided appraisals in connection with covered transactions for the AMC in Delaware during the previous calendar year: \_\_\_\_\_
10. Is this company federally regulated? Yes  No

**MAIN AND BRANCH OFFICES**

11. Enter the **physical address** of the company's **main office** that will conduct business in Delaware:  
\_\_\_\_\_  
**Street Address - No PO Box!**  
\_\_\_\_\_  
City State Zip
12. Does the company have any **branch offices** that will conduct business in Delaware? Yes  No  **If yes, enclose a separate sheet listing the address of the physical location of each branch office.**
13. Has any owner in the AMC had a crime related to REA? Yes  No



**OWNER**

Full Name: \_\_\_\_\_

Official Capacity (check one):  Principal  Partner  Officer  Director  Trustee

Does this person own more than 10% of the company? Yes  No  If no, continue entering the following information about this person. If no, continue with the next owner.

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

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

**Each owner of the company must submit a signed, completed and notarized *Certificate of Individual*. In addition, all owners who own more than 10% must submit Federal Bureau of Investigation criminal history record. Those who own less than 10% are not required to provide a criminal history record.**

**INSURANCE**

18. Does the company have a surety bond of at least \$20,000? Yes  No

**Arrange for the Council office to receive proof of a surety bond in the amount of at least \$20,000.**

**LICENSURE DISCLOSURE**

19 Has this company ever held any other license or registration to engage in appraisal management services in any jurisdiction (state, U.S. territory or District of Columbia)? Yes  No  If yes, enter the following information about each license/registration. If you need more room, enclose a separate sheet with the same information.

JURISDICTION	LICENSE NUMBER	ISSUE DATE	STATUS (current or expired)

**Arrange for the Council office to receive a license verification from *each* jurisdiction listed above, sent *directly* from the jurisdiction to the Board office.**

20. Has the company received any administrative penalties regarding its business as an appraisal management company, such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probationary limitations, or been a party to a 'consent agreement' containing conditions placed by a Board on its professional conduct and practice, including any voluntary surrender of a license? Yes  No  **If yes, submit a detailed explanation. Include copies of all appropriate records.**

21. Are any unresolved complaints pending against the company in any jurisdiction? Yes  No  **If yes, submit a complete explanation. Include copies of all appropriate records.**

## CERTIFICATIONS

22. Do you certify that the company has a system and process in place to verify that a person being added to the appraiser panel for the company's appraisal management services in Delaware holds a Delaware license or certification in good standing? Yes  No
23. Do you certify that the company has a system in place to review the work of all independent appraisers who are performing real property appraisal services for the company on a periodic basis to confirm that the services are being conducted in accordance with Uniform Standards of Professional Appraisal Practice? Yes  No
24. Do you certify that the company maintains a detailed record of each service request that the company receives and the independent appraiser who performs the real property appraisal services for the company? Yes  No
25. Do you certify that the company has system in place to train those who select individual appraisers for real property services in Delaware to ensure that the selectors are appropriately trained to place appraisal assignments? Yes  No
26. Do you certify that any and all employees of an appraisal management company that perform an appraisal review shall have demonstrated knowledge of the Uniform Standards of Professional Appraisal Practice and hold a valid appraiser license or certification in Delaware or any state? Yes  No
27. Do you understand that an appraisal management company registered in Delaware is not permitted to enter into contracts or agreements with an independent appraiser to perform real property appraisal services in Delaware unless that person is licensed or certified in good standing in Delaware? Yes  No
28. Do you understand that the appraisal management company is not allowed to prohibit an appraiser from reporting the fee paid to the appraiser in the appraisal report? Yes  No
29. Do you understand that any employee, director, officer or agent of a Delaware-registered appraisal management company is not allowed to influence or to try to influence the development, reporting or review of an appraisal through coercion, extortion, collusion, compensation, inducement, intimidation, bribery or any other manner? Yes  No
30. Do you understand that an appraisal fee offered or paid may not be based on the predetermined appraised value or range of appraised value of the subject property or the amount of the transaction price? Yes  No
31. Except in cases of breach of contract or substandard performance of services, each appraisal management company must pay an independent appraiser for completed appraisal or valuation assignments within 45 days after the date on which the independent appraiser transmits or otherwise provides the completed appraisal or valuation study to the company or its assignee. Do you understand this payment requirement? Yes  No
32. Do you understand that an appraisal management company is not permitted to alter, modify, revise or otherwise change a completed appraisal report submitted by an independent appraiser, including removing the signature of the appraiser? Yes  No
33. Do you understand that an appraisal management company is not allowed to use an appraisal report submitted by an independent appraiser for any purpose other than the intended use stated in the report? Yes  No

34. Do you understand that an appraisal management company is not permitted to remove an appraiser from its appraiser panel or to otherwise refuse to assign requests for real property appraisal services to an independent appraiser without notifying the appraiser in writing of the reasons that he or she is being removed from the appraiser panel? Yes  No

**To ensure consideration of an application at a meeting, the Council office must receive all of these items *no later than 4:15 p.m. ten full working days (excluding state and federal Holidays) before the meeting date:***

- **Completed, signed and notarized application form, including all applicable *Certificates of Individual forms.***
- **Non-refundable fee payment**
- **All other required documentation, including criminal history reports**

**Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.**

### AFFIDAVIT

The applicant, being duly sworn, does depose and say that this application to operate as an appraisal management company is his/her act and deed and that the facts stated herein are true. The applicant agrees to notify the Council if the ownership of the business changes. The applicant agrees to notify the Council in writing, by filing the appropriate *Certificate of Individual forms*, within ten days of any change in the company's owners or company controlling person.

**Applicant Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

(If the business is a sole proprietorship, the person who signs this form must be the proprietor. If the business is a corporation, the person who signs this form must be a director of the corporation. If the business is a partnership or an unincorporated association, the person who signs this form must be a partner or member.)

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

Sworn or affirmed before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

SEAL

My commission expires on: \_\_\_\_\_

**APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED FEE WILL BE REJECTED.**





**Notice to Appraisal Management Company Owners and Controlling Person**

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**DISCLOSURES**

- 11. Have you ever had any financial, real estate, or mortgage lending industry license or certificate refused, denied, canceled, revoked or voluntarily surrendered in Delaware or in any other jurisdiction (state, U.S. territory or District of Columbia), unless such license or certificate was subsequently granted or reinstated? Yes  No  **If yes, submit a signed statement explaining fully.**
- 12. Have you ever received any administrative penalties regarding your real estate, or mortgage lending industry license or certificate in any jurisdiction, such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probationary limitations, or been a party to a 'consent agreement' containing conditions placed by a Board on your professional conduct and practice, including any voluntary surrender of a license? Yes  No  **If yes, submit a detailed explanation. Include copies of all appropriate records.**
- 13. Are any unresolved complaints pending against you in any jurisdiction? Yes  No  **If yes, submit a complete explanation. Include copies of all appropriate records.**
- 14. Do you currently, or did within the past two years, excessively use or abuse any drugs or alcohol? Yes  No  **If yes, submit a signed statement explaining fully.**

**DUTY TO REPORT**

- 15. As an owner and/or the controlling person of an appraisal management company, do you understand that you are required to:
  - notify the Council in writing if the ownership of the company changes? Yes  No
  - notify the Council office *in writing* within ten days if the controlling person changes? Yes  No
  - notify the Council office *in writing* within three days after the arrest of any of the company's owners or controlling person for any crime other than minor traffic violations? Yes  No
  - notify the Council office *in writing* within ten days if the company's registered agent for service of process in Delaware changes (applies only to a corporation that is not domiciled in Delaware)? Yes  No

**AFFIDAVIT**

The individual named above, being duly sworn, does hereby acknowledge that he or she is associated with the appraisal management company named above, in the capacity indicated, and certifies that the facts stated herein are true.

**Owner or Controlling Person Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Sworn or affirmed before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

SEAL

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

**FORMS THAT ARE UNSIGNED, NOT NOTARIZED, OR INCOMPLETE WILL BE REJECTED.**

# Instructions for Requesting a Criminal Background Check

*Both State of Delaware and Federal Bureau of Investigation criminal background checks are required.*

## Applicant Notification

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). You have the opportunity to challenge the accuracy of the information contained in the FBI identification record. See [Title 28, CFR 16.34](#) for the procedure to obtain a change, correction or update in the FBI record.

## Locations

### Kent County – Primary Facility

State Bureau of Identification  
Blue Hen Mall & Corporate Center  
655 S. Bay Rd. Suite 1B  
Dover, DE 19901

*Walk-ins accepted:* Mon 8:30 am – 6:30 pm, Tue - Fri 8:30 am – 3:30 pm  
Customer Service: (302) 739-2134

### New Castle County - Satellite Facility

State Police Troop Two  
100 LaGrange Ave  
Newark, DE 19702  
(between Rts. 72 and 896 on Rt. 40)  
*By appointment only*  
Scheduling: (302) 739-2528 (local)  
(800) 464-4357 (toll free)

### Sussex County – Satellite Facility

Thurman Adams State Service Center  
546 S. Bedford Street, Rm. 202  
Georgetown DE 19947  
(across from DeDOT & Troop 4)  
*By appointment only*  
Scheduling: (302) 739-2528 (local)  
(800) 464-4357 (toll free)

## Applicants in Delaware

1. If you are using the New Castle County or Sussex County locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
2. Take the completed *Authorization for Release of Information* form to one of the offices listed above with the fee of \$65.00, to cover both the State of Delaware and Federal Bureau of Investigation criminal checks. Money orders and credit cards other than American Express are accepted at all locations. New Castle and Kent Counties accept cash; Sussex County does not accept cash. ***Personal checks are not accepted in any county.*** As fees are subject to change, contact the agency where you plan to submit your forms for current fees.

## Applicants Not in Delaware (including Out-of-State or Outside the United States)

1. Your local police agency can fingerprint you. All types of fingerprint cards are accepted. Or, you may print a [FD-258 fingerprint form](#) available on the FBI website at [www.fbi.gov](http://www.fbi.gov) – click *Services*, then *Identity History Summary Checks*, then scroll down to Option 1, Step 2, and click the link for *standard fingerprint form (FD-258)*. You may print the form on regular paper.
2. Your *Authorization for Release of Information* form and the fingerprint card must be complete. If identifying information is missing (such as name, date of birth, race, gender, etc.), your form will be returned.
3. **Mail** the *Authorization* form, fingerprint card, and *certified* check or money order (***personal checks are not accepted***) for \$65.00 made payable to “Delaware State Police” to:

Delaware State Police  
State Bureau of Identification (SBI)  
PO Box 430  
Dover, DE 19903-0430

***DO NOT SEND THIS FORM OR FEE TO YOUR PROFESSION'S BOARD OFFICE.***

***DO NOT SEND THIS FORM OR FEE TO THE DIVISION OF PROFESSIONAL REGULATION.***

***⇒ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.***



## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- 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.
- The officials must advise you that the 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 the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. 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 <http://www.fbi.gov/about-us/cjis/background-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. 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 through 16.34.)

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).