

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
APPRAISER CERTIFICATION PROGRAM

123 W. Missouri Ave., Missouri River Plaza, Pierre, SD 57501
Tel: 605.773.3803 dlr.sd.gov/appraisers

NON-RESIDENT APPRAISER APPLICATION FOR TEMPORARY PRACTICE

FOR OFFICE USE ONLY	Date Application Received: _____
	Temporary Practice Fee Amount Received: _____
	Verified ASC National Registry: _____
	Temporary Practice Permit Valid Through: _____
	Date Permit Issued: _____
	Permit Number Issued: _____

The state of South Dakota will recognize temporarily the certificate or license of a real estate appraiser in good standing issued by another state if the appraiser's business is of a temporary nature, the appraiser registers with the South Dakota Department of Labor and Regulation, Appraiser Certification Program **before** beginning the assignment, and pays the required temporary practice fee. The Temporary Practice permit is only valid for six months from the date of issuance and for a **single** appraisal assignment within South Dakota. A single appraisal assignment may include one or more properties under one contract for a **single client**.

INSTRUCTIONS:

- complete and submit this application and the attached Sworn Declaration and Irrevocable Consent forms;
- submit fee in the amount of \$200.00; and
- include a copy of the contract or engagement letter containing the address and date the assignment is due.

SELECT ONE:

State Licensed Appraiser

State Certified Residential Appraiser

State Certified General Appraiser

First Name: _____ Last Name: _____ M.I.: _____

Residence Address: _____ City _____ State: _____ Zip: _____

Business Name: _____

Business Address: _____ City _____ State: _____ Zip: _____

Preferred contact phone: _____ Preferred email: _____

Fax Number: _____ Date of Birth: _____

Social Security Number: _____ Driver's License Number: _____

Resident State: _____ Reside State Appraiser License Number: _____

Please answer either yes or no for each question in the section below.

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

Yes No

2. Have you **ever** been **denied** an appraiser credential **in South Dakota or any other state** or jurisdiction?

Yes No

3. 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 any other regulated occupation, trade, or profession, **in South Dakota or in any other state** or jurisdiction?

Yes No

4. Have you **ever** been **disciplined** with suspension, denial, censure, reprimand, revocation, probation or any other method of discipline of a certificate or license **by any other regulated occupation**, trade, or profession **in South Dakota or any other state** or jurisdiction?

Yes No

5. 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

6. 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**?

7. Yes No

If you answered "yes" to any of the above questions, attach an explanation.

THE APPRAISAL ASSIGNMENT

Name of Client: _____

Contact Person: _____

Specific Property Address(es) to be appraised (including city, county and state) and type of property being appraised (i.e. industrial building, farmland, etc.)

Property 1: _____

Property 1 Type: _____

Property 2: _____

Property 2 Type: _____

Property 3: _____

Property 3 Type: _____

Property 4: _____

Property 4 Type: _____

Property 5: _____

Property 5 Type: _____

Estimated time to complete the assignment: _____

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 I understand that the Temporary Practice Permit 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 Temporary Practice Permit.

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 completed application, fee, and any supporting documents to: South Dakota Appraiser Certification Program, 123 W. Missouri Ave., Missouri River Plaza, Pierre, SD 57501 or via Email to anna.mccarthy@state.sd.us.

Payment Methods – Please make check or money order payable to Appraiser Certification Program. To pay by credit card, please call Anna McCarthy at 605-773-3803. For your security, we are no longer accepting credit payments via email.