



The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
Board of Registration of  
Real Estate Appraisers  
1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
617-727-3055

**INFORMATION FOR RECIPROCAL REAL ESTATE APPRAISER APPLICANTS**  
(Revised 10-8-15)

**Licensure Requirements:**

Massachusetts General Law Chapter 112, section 178, provides for the licensure of real estate appraisers. Under 264 Code of Massachusetts Regulation (CMR) 8.00, an applicant holding a current state-license real estate appraiser license, state-certified residential real estate appraiser license or state-certified general real estate appraiser license issued by another State may be eligible for a Massachusetts appraiser license or certificate provided that:

- (1) The applicant is coming from a State that is currently in compliance with the requirements of the Appraisal Subcommittee per 12 U.S.C. 3347; and
- (2) The licensing or credentialing requirements of that State meet or exceed the requirements for licensure in Massachusetts.

The Board may, upon review of the application and accompanying submissions, allow an individual who does not meet the above requirements to obtain licensure after the successful completion of a Massachusetts examination, additional experience, and/or completion of Massachusetts approved course(s).

Please be advised that Appraisal Trainees are not eligible for a reciprocal appraisal license.

**Continuing Education:**

The initial license is valid for a period of two (2) years from the next occurring birthday following the issue date. Therefore, the first license will be valid for a period of two (2) to three (3) years. Licenses are renewed every two (2) years. An applicant issued a Massachusetts reciprocal license may complete the requisite continuing education of either Massachusetts or from the state in which reciprocity was granted. A reciprocal licensee who does not hold a current license in the State where the continuing education was satisfied on the exact date of renewal will not get credit for the out-of-state continuing education. Therefore, in the case where the licensee of another State completes their State's continuing education requirement but chooses not to renew their State's license, they may not use the continuing education to renew their Massachusetts license and thus must satisfy Massachusetts' approved continuing education requirements located at 264 CMR 4.00.

**Criminal Convictions:**

If you have been convicted of a criminal offense, please review the Board's Criminal Conviction and Discipline Review policy on the Board's website prior to completing this application.

**Applications:**

You must fully and correctly complete the attached application. The initial application fee is \$338.00 and a separate check for a license fee of \$390.00 must be submitted together with the application. Make both checks payable to Commonwealth of Massachusetts. The application fee is non-refundable.

If you have any questions, the Board's mailing address and telephone number are listed above.

**Note: If your name is not listed on the Federal Registry, your application will be returned as incomplete. Please check with your State Board for verification of this before mailing the application.**

All appraisers are urged to procure their own copy of the Uniform Standards of Professional Appraisal Practice (USPAP) from the Appraisal Foundation. Also, all appraisers issued a Massachusetts appraiser license are required to be familiar with the Massachusetts real estate appraisal license law and regulations. They may be obtained from the State House Book Store at 617-727-2834 or the Board's website [www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra).



10. Have you ever held a real estate appraiser license or certification in Massachusetts?

Yes  No

If yes, provide the license or certification number(s). \_\_\_\_\_

11. Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction?

Yes  No

If yes, attach a statement containing the nature of complaint(s) and name(s) of licensing authority(ies).

12. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$100.00 was assessed?

Yes  No

If yes, attach statement containing the name of court(s) and jurisdiction(s) where conviction(s) occurred, the nature of the conviction(s), the date(s) of conviction and a description of any events in connection with the conviction that you feel are relevant to the Board's understanding of the conviction. Also provide three (3) letters of reference and, if probation was served, a letter from the probation officer.

13. Have you ever voluntarily surrendered or resigned a professional license to a license/certification board in the United States or Foreign jurisdiction?

If yes, provide details on a separate sheet.

Yes  No

14. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction?

If yes, provide details on a separate sheet.

Yes  No

15. Has any disciplinary action been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction?

If yes, please attach details.

Yes  No

16. Please indicate from which state or jurisdiction that you seek to obtain a reciprocal Massachusetts appraiser certification or license: \_\_\_\_\_. Also, please **attach an original Certified Record of License History** issued by that state or jurisdiction indicating the status of your license and any relevant disciplinary information. **Once the Board issues you a reciprocal license from your named State, you cannot change your named State.**

17. List **ALL** current professional license(s)/certification(s) you hold in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/certification was originally issued (including any appraiser license or certification). Also, please **attach an original Certified Record of License History** issued by that state or jurisdiction indicating the status of your license and any relevant disciplinary information. You do not need to remit a license history for any appraiser license or certification (except for the State identified above) as the Board will review the National Registry database.

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18. This application must be *SIGNED* by one reference that is not a relative and is personally known to the applicant.

I, the undersigned, certify that the applicant, who is known to me, has a good reputation for honesty and fair dealing and is of good moral character. I will be willing to interpret or substantiate to the Board my endorsement, should the Board desire to contact me at a later date.

NAME

ADDRESS

PHONE

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Signature of reference: \_\_\_\_\_

19. I, \_\_\_\_\_ (the applicant), hereby certifies, under the pains and penalties of perjury, that I am the applicant named herein and that the statements contained in this application are true and correct to the best of my knowledge and belief and any omission, failure to disclose or inaccuracy may be sufficient to deny licensure or certification. Further, I have not withheld any information that may affect my eligibility of licensure or certification.

I further attest that, pursuant to M.G.L. 62C, s.49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law.

I attest that I have read and understand the Uniform Standards of Professional Appraisal Practice (USPAP) and the Massachusetts real estate appraiser rules and regulations, 264 Code of Massachusetts Regulation (CMR).

Also, if at any time my mailing address changes to an address outside the Commonwealth of Massachusetts, I consent that service of process or notice of suits and legal actions may be served on the Secretary of State of the Commonwealth of Massachusetts.

The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary

My commission expires on:

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)  
ACKNOWLEDGEMENT FORM**

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Professional Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

**FOR LICENSING PURPOSES ONLY:**

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Division of Professional Licensure must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: DPL cannot accept this two-page CORI acknowledgment form unless it is signed in the presence of a notary public who has likewise verified identity.

**SUBJECT INFORMATION:** (An asterisk (\*) denotes a required field)

\_\_\_\_\_  
\*Last Name                                      \*First Name                                      Middle Name                                      Suffix

\_\_\_\_\_  
\*Maiden Name (or other name(s) by which you have been known)

\_\_\_\_\_  
\*Date of Birth                                      Place of Birth

\*Last Six Digits of Your Social Security Number: \_\_\_\_\_ - \_\_\_\_\_

Sex: \_\_\_\_\_                      Height: \_\_\_\_ ft. \_\_\_\_ in.                      Eye Color: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_                      State of Issue: \_\_\_\_\_

Current and Former Addresses:

\_\_\_\_\_  
Street Number & Name                                      City/Town                                      State                                      Zip

\_\_\_\_\_  
Street Number & Name                                      City/Town                                      State                                      Zip

**IDENTITY VERIFICATION SECTION:**

**VERIFICATION BY NOTARY:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:

- Passport
- State-issued driver's license
- Military identification
- State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

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

\_\_\_\_\_  
Notary Commission Expires On

# RECIPROCITY APPLICATION CHECKLIST

## INCLUDE WITH YOUR APPLICATION

- ◆ The application is fully completed and signed by the applicant.
- ◆ Enclosed is a **non-refundable** application fee of **\$338.00** made payable by check or money order to the Commonwealth of Massachusetts.
- ◆ Enclosed is a license fee of **\$390.00** made payable by check or money order to the Commonwealth of Massachusetts.
- ◆ The character reference is completed and signed.
- ◆ The application and two (2) pages of the CORI form is notarized.
- ◆ All documents concerning criminal or disciplinary proceedings are attached.
- ◆ The original certified record of my appraiser license from the state through which I seek reciprocity is attached.

**IMPORTANT:** A letter will be mailed to you when you are approved. You may also check the web page [[www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra)] for your license information. You can insert your name and if you have been approved the information will appear. The actual license will be mailed within three (3) to five (5) weeks after the license is listed in current © status on the web page.

### MANDATORY

My social security number is:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Pursuant to G.L. c. 62C, § 49A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.**