

# Appraiser Applying by Reciprocity Checklist

Real Estate Appraiser Licensure and Certification Board

Web Site: <https://secure.in.gov/pla/appraiser.htm>

## ALL APPLICANTS MUST HAVE A SSN

- Provide a Completed Application found at the following link:  
<https://secure.in.gov/pla/3188.htm>
- Submit Application Fee with Completed Application (\$100.00)
- Submit the Issuance Fee (can be submitted upon approval)  
(issued between: 07/01/2015 – 06/30/2016 = \$150.00)  
(issued between: 07/01/2016 – 06/30/2017 = \$190.00)
- If you have a Positive Response (“Yes” to any of questions 1-4) You must provide a Statement and Court Docs (Final Disposition or Final Order)
- Name Change Document if Name on all docs do not match  
(ex: marriage certificate, divorce decree, court doc, driver’s license, etc.)
- Hold a current license  
(Cannot be expired, has to be a current license)
- Provide Verification of any other State regulated License(s) that does not show on the National Registry (Must include disciplinary information)
- Complete a Criminal Background Check (Fingerprinting) upon our office receiving your application. You will receive a computer generated email once the application has been received – Instructions found at the following link: <https://secure.in.gov/pla/3240.htm>