

**APPLICATION FOR TEMPORARY RECOGNITION OF LICENSE/CERTIFICATE OF REAL ESTATE APPRAISER  
(Single Appraisal Only)**

Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

Name (First, Middle)	(Last)	<input type="checkbox"/> Approved      Initials/date: _____ <input type="checkbox"/> Denied
Mailing Address (include apt. no., city, state and zip code)		FOR OFFICE USE
Phone No. (days) - Include area code	Social Security No.	
Address while in Hawaii (include apt. no., city, state and zip code)		
Phone No. (days) - Include area code		

Check appropriate answers. If response is "YES" to questions 1, 2 and/or 3, refer to the instructions on page 2 for additional documents that must be submitted with this application.

1. Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action? .....  YES  NO
2. Are you now under investigation or are there any disciplinary proceedings or actions taken or pending against you by any jurisdiction?.....  YES  NO
3. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? .....  YES  NO

I am presently:  A state licensed appraiser.      Lic./cert. No.: \_\_\_\_\_      Expires: \_\_\_\_\_  
 A certified residential appraiser.      Lic./cert. No.: \_\_\_\_\_      Expires: \_\_\_\_\_  
 A certified general appraiser.      Lic./cert. No.: \_\_\_\_\_      Expires: \_\_\_\_\_  
**in the state of** \_\_\_\_\_ . (**Attach** a copy of the license/certificate)

**Property to be appraised:** \_\_\_\_\_

**Issued on an assignment basis and may include multiple properties**

**Estimated length of time to complete the appraisal: From** \_\_\_\_\_ **To** \_\_\_\_\_

If the appraisal contract extends beyond the expiration date of your license/certificate, evidence of renewal of the license/certificate must be submitted within 2 months of the renewal date, with payment of the \$63 Compliance Resolution Fund fee.

(CONTINUED ON PAGE 2)

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT OF APPLICANT:**

I hereby certify that the statements, answers, and representations made in this application and in the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license and is a misdemeanor (Sections 710-1017 and 436B-19, Hawaii Revised Statutes and 16-114-49, Hawaii Administrative Rules). The laws and rules are posted on our website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl). Click on "Real Estate Appraisers".

I further certify that I have read and will abide by the provisions of Chapter 466K, Hawaii Revised Statutes, and Chapter 114 and 436B, Hawaii Administrative Rules.

I hereby appoint the Director, Department of Commerce and Consumer Affairs to act as my licensed agent upon whom all judicial and other process or legal notices directed to me may be served. I agree that service upon the Director shall have the same legal force and validity as if personally served upon me and that the authority of the Director shall continue in force as long as my liability remains outstanding in the State of Hawaii.

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

\_\_\_\_\_  
Date

**Instructions for Filing:**

1. Complete and sign application.
2. **Attach** a copy of the license/certificate that you hold.
3. **Attach** the fee of \$88 made payable to: Commerce & Consumer Affairs. (check must be in U.S. dollars and be from a U.S. financial institution.)  
(Application fee - \$25 + Compliance Resolution Fund - \$63) The application fee shall be non-refundable.  
(NOTE: A \$25 service charge shall be assessed for payments that are dishonored for any reason).
4. Mail to: Deliver to:  

Real Estate Appraisers	OR	335 Merchant St.
DCCA, PVL Licensing Branch		Room 301
P.O. Box 3469		Honolulu, HI 96813
Honolulu, HI 96801		Phone: (808) 586-3000

If you perform more than five appraisals in Hawaii during our biennium, you may want to consider applying for a license via endorsement. See details on our website.

**Instructions for "YES" answers to questions (1) through (3) of the Application for Lic./Cert. (REA-08)**

- A. The following documentation must be submitted with the license application. Applications for license will not be considered without this material.
  1. Questions 1 and 2 refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license. If your answer is "YES" to one or more of these questions, you must **SUBMIT** the following:
    - i. A statement signed by you explaining the circumstances; and
    - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents.
    - iii. If your driver's license was subject to suspension, revocation, a Traffic Abstract must be submitted. Contact Traffic Court for this.

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

2. If your application indicates a criminal conviction, you must **SUBMIT** the following:
  - i. A detailed statement **signed by you** explaining the underlying circumstances leading to the conviction, and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
  - ii. A copy of all related court documents (i.e. indictments, judgments, guilty pleas, verdict, and terms of sentence); if applicable, proof of payment of any fines and/or proof of fulfillment of conditions of each sentence; and
  - iii. If applicable, a copy of the terms of probation and/or parole **and** a statement from your probation or parole officer as to your compliance with the court orders (terms and conditions imposed including any court documentation evidencing completion or discharge;
  - iv. A **current** criminal history record check in your name from the Hawaii Criminal Justice Data Center (HCJDC) dated within six months. Contact them at Ph: (808) 587-3100 or visit their website at: [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) to request a "Criminal History Record Check".
  - v. If your criminal conviction occurred in a state or states other than Hawaii, a **current** Criminal History Record Check will be required from each state **AND** Hawaii. Contact the local authority or Board in each state for their forms, instructions and fees on obtaining criminal history record checks.