

**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION**

2501 East Sahara Avenue, Suite 102 \* Las Vegas, NV 89104-4137 \*(702) 486-4033  
[email: realest@red.state.nv.us](mailto:realest@red.state.nv.us) <http://www.red.state.nv.us>

**INSTRUCTIONS FOR A NEVADA APPRAISER**

**INTERN REGISTRATION APPLICANT**

- FORM:** Complete and submit form 539 by mail or in person at the Nevada Real Estate Division. Incomplete forms, missing or inaccurate documents, and/or missing application fee will result in the return of the application.
- CRIMINAL HISTORY:** Attach two (2) fingerprint cards and cashier check or money order in the amount of \$51.25 and made payable to the Department of Public Safety or submit an approved vendor verification form. The verification form must be dated within a ninety (90) day period immediately preceding application for licensure or certification. Obtain a list of vendors from the division website listed above, [Form 619](#).
- EDUCATION:** Attach a copy of the education certificates or transcripts consisting of pre-licensing courses approved by the Nevada Commission of Appraisers. Education certificates or transcripts may be 5 years old or less.
  - 30 hours of basic appraisal principles;
  - 30 hours of basic appraisal procedures;
  - 15 hours of National USPAP; (classroom attendance in person required)
  - 3 hours of Nevada Law.
- FEE: \$290.00** - Fees are accepted in the form of cash in exact change or checks, cashier checks, or money orders made payable to the Nevada Real Estate Division.
- NON-NEVADA RESIDENTS:** Complete and attach the Consent to Service of Process [Form 656](#).
- PICTURE:** Please attach a current picture on page #3.

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**REAL ESTATE APPRAISER  
INTERN REGISTRATION APPLICATION**

\*Only information deemed by law to be confidential shall be confidential (SSN, exam results, background investigation results). Most information provided by an applicant for licensure is public information and must be provided upon request. By policy, the Real Estate Division shall post (via the web site) and sell licensee lists which include the licensee's name, business address (even if same as home address), and business telephone number.

**FEE: \$290.00** (Forms of payment: check, money order, or cashiers check made payable to NRED or cash in exact amount)

1. Name of Applicant: \_\_\_\_\_  
*Last* *First* *M.I.*

Residence Address\*: \_\_\_\_\_  
*Street* *City* *State* *Zip*

Mailing Address: \_\_\_\_\_  
*Street or P.O. Box* *City* *State* *Zip*

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number\*: \_\_\_\_\_

Email address\*: \_\_\_\_\_ Country Citizenship: \_\_\_\_\_

**2. Employment History:** Include previous 5 years

DATE	OCCUPATION	BUSINESS NAME AND ADDRESS

**3. Investigation information:** If your answer is YES to any of the following questions, attach the order of the court as a result of the proceedings. On an attached sheet, write a full detailed explanation, including dates, location, incident that caused the charge to be filed, and any other pertinent information.

**Yes No**

- a. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?
- b. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked?
- c. Has an application for any type of license been denied?
- d. Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application?

**Yes No 3. Investigation information continued**

- e. Have you ever been charged with or arrested for a felony, gross misdemeanor, or misdemeanor?
- f. Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?
- g. Have you ever been permitted to change your plea of guilty or had a criminal conviction reversed, or had a judgment or verdict vacated?
- h. Have you ever received an executive pardon?
- i. Have you ever been convicted of, or are you under indictment for, or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude?
- j. Are you presently on parole or probation or paying any restitution?
- k. Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge.  
Date of discharge \_\_\_\_\_.

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**4. CHILD SUPPORT DECLARATION FOR NRS 425.520**

Please indicate in the appropriate box below which **one** of the provisions apply to you. Your application for the issuance of this license will be denied if you do not complete this section.

- I am NOT subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.
- I am subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

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**5. DECLARATION:** Signature of applicant-NRS 53.045

I, (print name) \_\_\_\_\_, hereby, under penalty of perjury declare that the answers contained in this application are true and correct; and I understand:

- That if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan my application for license, certification or renewal of a license or certification will be denied;
- That I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada;
- That by signing this application I authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PICTURE:** Please place your current picture, 2" or larger, in the section below.

**6. ACKNOWLEDGMENT OF INTENT TO EMPLOY**

Supervising Appraiser name: \_\_\_\_\_ Certificate number: A.

Business Name: \_\_\_\_\_

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

*Street* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I, \_\_\_\_\_ certify that I am a duly licensed Appraiser on active status with the Nevada Real Estate Division of the Department of Business and Industry, and that it is my present intent to employ or associate with me \_\_\_\_\_ (name of Intern) the within-named intern appraiser, applicant, and that if a registration card is issued I will exercise careful supervision over his/her appraisal activities while he/she is associated with or employed by me.

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

STATE OF \_\_\_\_\_ SS. COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ date, in the possession of applicant or by,

\_\_\_\_\_  
(Print name of person who presents the document)

X  
\_\_\_\_\_  
*Signature of Notarial Officer*

(Notary stamp)