

11. I, the undersigned, certify that the foregoing statements and answers are true and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charge (in any jurisdiction) prior to receiving my license. I certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia, the Real Estate Appraiser Board Regulations* and the *Uniform Standards of Professional Appraisers Practice*®. I certify that I meet the minimum real estate appraiser experience and education requirements established in the *Real Estate Appraiser Board Regulations* for the type of license I am requesting and understand that the Real Estate Appraiser Board may request proof of this experience in the form of written reports or file memoranda which shall be made available to the Board upon request.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Instructions on obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Policy, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Appraiser Board, which requires an additional two to three months of processing and review time.