



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

APPLICATION FOR INACTIVE STATUS OR REACTIVATION OF REAL PROPERTY APPRAISER LICENSE OR CERTIFICATION

1.  **SELECT APPLICATION TYPE**

For Active Military	<input type="checkbox"/> Inactive Status	<input type="checkbox"/> Reactivation
Other than Military	<input type="checkbox"/> Inactive Status	<input type="checkbox"/> Reactivation

2. **BACKGROUND CHECK** [R4-46-202 A4 & B4] Fingerprint Clearance Card / Application status:  
 DPS Application number: \_\_\_\_\_ **OR**  Issued Level One Clearance Card: \_\_\_\_\_

3. Current license/certificate number: \_\_\_\_\_  
 Legal name of applicant  Mr.  Ms. \_\_\_\_\_  
(Last) (First) (Middle)  
 E-Mail address: \_\_\_\_\_

4. **VERIFICATION BY OATH OR AFFIRMATION**

I have read and understand the requirements (A.R.S. 32-3627, 32-3628) for inactive status / reactivation and hereby request to have my license or certificate:  Placed on inactive status  Reactivated from inactive status.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

5. **REACTIVATION REQUIREMENTS**

- Review State Statute's 32-3627 and or 32-3628 below.
- Pay the required National Registry fee, fee will be based on date of reactivation.

6. **MILITARY PERSONNEL ONLY**

This sheet must be completed for each renewal period that applicant was on Inactive Status and submitted with attachments within 180 days after return from Active Military Duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the Division no later than 120 days after completion.

Dates of active military duty (if applicable) Begins/Began: \_\_\_\_\_ Ended: \_\_\_\_\_

**32-3627. Inactive license or certificate status; reactivation application; renewal application and fee; continuing education**

- A. Any license or certificate holder may request that the license or certificate be placed on inactive status by filing with the superintendent an application that includes all of the following:
  - 1. The license or certificate holder's name.
  - 2. The license or certificate number.
  - 3. A request for inactive status.
- B. The period a license or certificate is on inactive status under this section may not exceed two years.
- C. A license or certificate holder who is on inactive status shall not do either of the following:
  - 1. Represent that the license or certificate holder is an active appraiser licensed or certified in this state.
  - 2. Perform real estate appraisals or appraisal reviews on real estate in this state.
- D. A license or certificate holder who is on inactive status under this section must file with the superintendent an application for reactivation of the license or certificate before resuming real estate appraisal activity.
- E. To return to active status, the inactive license or certificate holder shall do both of the following:
  - 1. File with the superintendent an application for reactivation of the license or certificate.
  - 2. Provide evidence of completion of the required continuing education that the license or certificate holder would have been required to meet during the period when the license or certificate holder's license or certificate was on inactive status.
- F. If the holder of an inactive license or certificate under this section does not file an application for reactivation within a two-year period, that person must reapply for licensure or certification pursuant to the requirements of this chapter.
- G. A license or certificate holder who is on inactive status pursuant to this section remains on inactive status until the superintendent approves the application for reactivation of the license or certificate.
- H. The superintendent may take disciplinary or remedial action against a license or certificate holder who is on inactive status pursuant to this section.
- I. License or certificate holder who places the holder's license or certificate on inactive status must pay the renewal fee and complete an application for renewal as prescribed in section 32-3619. The license or certificate holder on inactive status is not required to provide evidence of completion of the continuing education requirements until the application for reactivation is filed pursuant to subsection E of this section.

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**32-3628. Inactive license or certificate status during military duty; reactivation application; renewal application and fee; continuing education**

- A. A license or certificate holder who is ordered to active military duty with the United States armed forces may request that the license or certificate be placed on inactive status by filing with the superintendent an application that includes all of the following:
  - 1. The license or certificate holder's name.
  - 2. The license or certificate number.
  - 3. The date that the active military duty begins.
  - 4. A request for inactive status.

**B.** The license or certificate is deemed to be on inactive status while the license or certificate holder is on active military duty, but the period of inactive status may not exceed three years.

**C.** A license or certificate holder who is on inactive status pursuant to this section shall not do either of the following:

1. Represent that the holder is an active appraiser licensed or certified in this state.
2. Perform real estate appraisals or appraisal reviews on real estate in this state.

**D.** A license or certificate holder who is on inactive status must file with the superintendent an application for reactivation of the license or certificate within one hundred eighty days after returning home from active military duty.

**E.** If the holder of an inactive license or certificate timely files an application for reactivation of the license or certificate, the license or certificate is returned to active status on the superintendent's approval of the application for reactivation. The license or certificate holder shall complete the continuing education requirements that would otherwise have been required when the license or certificate was on inactive status within ninety days after the person's return from active military duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the superintendent no later than one hundred twenty days after completion.

**F.** If the holder of an inactive license or certificate under this section does not timely apply for reactivation as required by subsection D of this section, the holder must reapply for licensure or certification meeting all of the requirements of this chapter.

**G.** A license or certificate holder who is on inactive status pursuant to this section remains on inactive status until the superintendent approves the application for reactivation of the license or certificate.

**H.** The holder of an inactive license or certificate applying for reactivation of the license or certificate under this section shall include with the application for reactivation a copy of the documentation from the armed forces showing the period of time that the holder of the inactive license or certificate was on active military duty.

**I.** Any license or certificate holder who places the holder's license or certificate on inactive status under this section must pay the renewal fee prescribed in section 32-3607 and complete an application for renewal pursuant to section 32-3619. A license or certificate holder on inactive status pursuant to this section who files an application for reactivation shall provide evidence of completion of the continuing education requirements pursuant to subsection E of this section.

**J.** For the purposes of this section, active military duty does not include service persons performing weekend drill and annual training.

### Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02