

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Appraisal Board
Appraiser License Maintenance Form
Form # DBPR FREAB 15

TRANSACTION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your form to ensure faster processing.

TRANSACTION	APPLICATION REQUIREMENTS
Personal Name Change	<input type="checkbox"/> Complete Sections I, II and III <input type="checkbox"/> Supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)
Personal Address Change	<input type="checkbox"/> Complete Sections I, II and III

Please mail your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
 2601 Blair Stone Road
 Tallahassee, FL 32399-0790

Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

1. Application Instructions (by section)

[Duplicate Licenses- can be obtained through your online account by selecting 'Print License Certificate' and following the prompts.]

a. Section I – Application Type

- i. Select the transaction(s) you wish to complete.
- ii. Personal Address Change - select this transaction if you need to update your address information.
- iii. Personal Name Change - choose this transaction if you need to update your name as it is registered with the Department. You must submit supporting legal documentation of the name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)

b. Section II – Licensee Information

- i. Provide your name as it appears on your current license.
- ii. Provide your license number and indicate the license type.
- iii. Name After Change:
 - (1) Enter your new name as it is shown on the supporting legal documentation showing the name change.
 - (2) In order to complete the name change the court document showing the name change would be required. These include:
 - (a)** A marriage license with the signature and seal from the clerk of the court.
 - (b)** A divorce decree indicating married name and restoration of the maiden name
 - (c)** A court order indicating previous name and new name
 - (d)** For Immigration and Naturalization: the N-400 Application for Naturalization that is signed and sealed along with the Certificate of Naturalization.
 - (3) Failure to provide proper legal documents will result in a deficient application.
- iv. For Address updates please provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
- v. For Address updates please provide your mailing address.
- vi. If the mailing address is not also your physical address, please provide a physical address.

c. Section III – Affirmation By Written Declaration

- i. Please read and sign the affirmation by written declaration.
- ii. If the applicant fails to sign the affirmation statement, the application will be deficient and unable to be approved.

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For additional information see the Instructions at the beginning of this application.

Section I – Application Type

TRANSACTION TYPES	
<input type="checkbox"/>	Personal Name Change [9006]
<input type="checkbox"/>	Personal Address Change [9006]

Section II – Licensee Information

LICENSEE INFORMATION				
Last/Surname	First	Middle	Suffix	
License Number:	<input type="checkbox"/> Certified General Appraiser	<input type="checkbox"/> Certified Residential Appraiser	<input type="checkbox"/> Registered Trainee Appraiser	<input type="checkbox"/> Licensed Appraiser
NAME AFTER CHANGE				
Last/Surname	First	Middle	Suffix	
CONTACT INFORMATION				
Phone Number	E-Mail Address			
MAILING ADDRESS				
Street Address				
City	State	Zip Code (+4 optional)		
PHYSICAL ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)				
Street Address				
City	State	Zip Code (+4 optional)		
ADDITIONAL CONTACT INFORMATION				
Phone Number	E-Mail Address			

Section III – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p>	
Signature:	Date: