



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
HOME INSPECTOR LICENSING PROGRAM  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-1166  
[www.tn.gov/regboards/hic](http://www.tn.gov/regboards/hic)  
(615) 741-1831

Date Received \_\_\_\_\_ Transaction \_\_\_\_\_ File \_\_\_\_\_

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## HOME INSPECTOR APPLICATION FOR LICENSE

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All information must be typed or legibly printed and **all questions must be answered**. Your application must include the following documents: a valid **ACORD** form showing individual coverage, proof of high school graduation or equivalency, a **color** copy of the NHIE exam results, and the completion certificate(s) from an approved 90 hour pre-licensing course. The completed application, required documents, and a \$300 non-refundable application fee (made payable to State of Tennessee) must be submitted together in order to be considered. Mail your materials to: *Department of Commerce and Insurance, Home Inspector Licensing, 500 James Robertson Parkway, 2<sup>nd</sup> Floor, Nashville, TN 37243.*

### SECTION 1: Applicant Identification and Eligibility Verification

**FULL NAME:** \_\_\_\_\_  
FIRST MIDDLE LAST

**SOCIAL SECURITY #** \_\_\_\_\_ **BIRTH DATE:** \_\_\_\_\_

REMEMBER: At least one of the addresses provided must be a physical address.

**HOME ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP CODE

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP CODE

**BUSINESS PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

Select the address where you would like to receive your license and program related mail:

**PRIMARY MAILING ADDRESS**     Business     Home

**Eligibility Verification for Entitlements Act Attestation Instructions**

**INSTRUCTIONS:** If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee’s Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled “Applicant’s Signature,” printing your name on the line labeled “Printed Name” and putting the current date on the line labeled “Date.”

**AND**

**Do one (1) of the following:**

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.  
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

## Eligibility Verification for Entitlements Act Attestation

### **Part A. Eligibility Verification for Entitlements Act Attestation**

**I hereby attest under penalty of perjury that I am (select one):**

\_\_\_\_\_ A United States citizen;

\_\_\_\_\_ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;<sup>1</sup>

\_\_\_\_\_ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.***

<sup>1</sup> Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

## **Eligibility Verification for Entitlements Act Additional Required Documentation**

### **Part B. If you are claiming United States citizenship, you must present one (1) of the following:**

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

### **Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:**

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

### **Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.**

### **Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.**

**SECTION 2: Personal History & Qualifications**

[www.tn.gov/regboards/hic](http://www.tn.gov/regboards/hic)

**EDUCATION**

Applicants are required to show at minimum graduation from high school or an equivalency. Select the document you will be submitting with your application:

- High School Diploma     High School Transcript (must indicate graduation)
- GED Certificate     College Diploma     College Transcript

**LICENSURE HISTORY**

Do you hold or have you previously held a home inspector license?

- 1. State: \_\_\_\_\_ License # \_\_\_\_\_    2. State: \_\_\_\_\_ License # \_\_\_\_\_
- 3. State: \_\_\_\_\_ License # \_\_\_\_\_    4. State: \_\_\_\_\_ License # \_\_\_\_\_

**ETHICAL CONDUCT AND LEGAL HISTORY**

(1) Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense? Is there any criminal charge now pending against you?

- Yes     No

*IF YOU ANSWERED "YES", ATTACH CERTIFIED COPIES OF THE COURT DOCUMENTS IN ALL SUCH CASES AND A COMPLETE WRITTEN EXPLANATION.*

(2) Have you ever been denied a professional license, or had a professional license suspended or revoked by Tennessee or any other state or jurisdiction?

- Yes     No

*IF YOU ANSWERED "YES", ATTACH A COPY OF THE LICENSING AUTHORITY'S DECISION, COMPLAINT HISTORY, AND A COMPLETE WRITTEN EXPLANATION.*

(3) Are there currently any formal administrative charges, disciplinary actions, and/or complaints pending against you in connection with any professional license that you hold? Have you ever had a professional license of any type disciplined in Tennessee or elsewhere?

- Yes     No

*IF YOU ANSWERED "YES", ATTACH A COMPLETE LISTING OF ALL DISCIPLINARY SANCTIONS ALONG WITH THE DATES IMPOSED AND COPIES OF ALL RELEVANT ORDERS AND COMPLAINTS.*

## **AFFIDAVIT**

I hereby certify that I have read and understand the Tennessee Home Inspector License Act of 2005, and that the information contained within this application is true and complete to the best of my knowledge. If granted a license by the State of Tennessee Home Inspector Licensing Program, I will uphold the Laws and Rules, Code of Ethics, and the Standards of Practice as adopted by the Commissioner of Commerce and Insurance, and I acknowledge and understand that any false or misleading information may result in failure to obtain licensure or subsequent disciplinary action against my license.

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Signature of Applicant

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Date