



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

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;¹

_____ 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.*

¹ 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. § 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.

ADDITIONAL INSTRUCTIONS FOR APPLICATION

All applicants for initial registration, licensure or certification are required to complete a criminal records check for both state and national records.

- An applicant must contact and arrange with MorphoTrustUSA for electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application.

Applicants have two easy ways to register for fingerprint processing with MorphoTrustUSA.

Option 1: On-line Registration Available 24 hours a day, 7 days a week

1. Go to www.identogo.com and choose Tennessee
2. Click Online Scheduling and choose English
3. Enter first and last name
4. Choose Agency Name- DEPT. OF COMMERCE & INSURANCE
5. Choose Applicant Type- REAL ESTATE APPRAISER COMMISSION

The rest should be fairly straight forward.

Option 2: Call Center Registration Available Monday-Friday, 8am-430pm CST

1. Call (855) 226-2937 and speak to a representative.
2. Be sure to have your Agency Information when calling (See #4 & 5 above).
3. Representatives will collect required information and complete your registration.

Payment of \$42 may be paid by money order at time of printing, or online, or by phone with a credit card.

Out of State Applicants: We encourage out of state applicants to utilize electronic fingerprinting. Please follow the instructions for MorphoTrust USA (L-1 Enrollment) Tennessee Card Scan Processing Procedures. Prints may be submitted electronically following the instructions for L-1 Tennessee Card Scan Processing Procedures “Pay for Ink Card Submissions”. You will submit payment for fingerprinting processing directly to L-1. Instructions can be found at www.L1enrollment.com You must use standard FBI applicant cards (FD-258) and you must have correct ORI, agency and applicant information. Contact this office to request fingerprint cards that can be sent directly to L-1 for processing. The required processing fee is approximately forty-two (\$42.00) per applicant.

Failure to comply with the criminal records check requirement may result in the denial of an application.

EDUCATION INSTRUCTIONS FOR APPLICATION

REGISTERED TRAINEE EDUCATION LOG

Copies of the education letters must be attached to this application. Submit **Qualifying Education** only AND the required Trainee-Supervisor course. Course ID numbers can be obtained from the State website, click the “**Approved Course Listing**” link.

Course Name	Required Hours	Course Provider	Location Taken	Hours Completed	Date Completed	Course ID Number from State website
Basic Appraisal Principles	30					
Basic Appraisal Procedures	30					
The 15-Hour National USPAP Course	15					
Trainee – Supervisor Course	7					

TOTAL EDUCATION HOURS CLAIMED _____

REGISTERED TRAINEE TOTAL HOURS REQUIRED 82

PRIMARY SPONSOR

MR.

MS.

NAME OF SPONSOR

FIRST NAME

FULL MIDDLE NAME

LAST NAME

CERTIFICATION NUMBER

BUSINESS PHONE

MAILING ADDRESS:

CITY

STATE

ZIP CODE

WEBSITE

EMAIL ADDRESS

AFFIDAVIT

This is to certify that I, as a certified appraiser, have agreed to sponsor _____, as a trainee under my direct supervision. I understand that I must conduct an interior and exterior inspection of all subject properties until the trainee has obtained at least five hundred hours (500) hours of experience and I have determined that the trainee has obtained adequate education and experience necessary to achieve the competency to conduct proper inspections alone. At that time I, as sponsor, will subject the property inspection affidavit to the Commission prior to allowing any inspections to be conducted by the registered trainee alone. The supervising appraiser shall accompany the registered trainee and personally inspect each subject property with the register trainee on all assignments that are over fifty (50) miles from the supervising appraiser's office or on property types the register trainee does not have prior competency even after the registered trainee has accumulated over five hundred (500) hours of acceptable appraisal experience. I have read and reviewed the rules regarding a trainee and understand all my responsibilities as a sponsor. I take full responsibility for each appraisal performed by such trainee under my supervision. If there is any change in my status as a sponsor of this trainee, I will notify the Commission within thirty (30) days of such change.

Signature of Sponsor

Printed Name of Sponsor

Certificate Number

Date

State of _____

County of _____

Sworn to and subscribed before me this the _____ day _____, _____.

My Commission Expires: _____

Notary Public

Date

ADDITIONAL SPONSOR

MR.

MS.

NAME OF SPONSOR

FIRST NAME

FULL MIDDLE NAME

LAST NAME

CERTIFICATION NUMBER

BUSINESS PHONE

MAILING ADDRESS:

CITY

STATE

ZIP CODE

WEBSITE

EMAIL ADDRESS

AFFIDAVIT

This is to certify that I, as a certified appraiser, have agreed to sponsor _____, as a trainee under my direct supervision. I understand that I must conduct an interior and exterior inspection of all subject properties until the trainee has obtained at least five hundred hours (500) hours of experience and I have determined that the trainee has obtained adequate education and experience necessary to achieve the competency to conduct proper inspections alone. At that time I, as sponsor, will subject the property inspection affidavit to the Commission prior to allowing any inspections to be conducted by the registered trainee alone. The supervising appraiser shall accompany the registered trainee and personally inspect each subject property with the register trainee on all assignments that are over fifty (50) miles from the supervising appraiser's office or on property types the register trainee does not have prior competency even after the registered trainee has accumulated over five hundred (500) hours of acceptable appraisal experience. I have read and reviewed the rules regarding a trainee and understand all my responsibilities as a sponsor. I take full responsibility for each appraisal performed by such trainee under my supervision. If there is any change in my status as a sponsor of this trainee, I will notify the Commission within thirty (30) days of such change.

Signature of Sponsor

Printed Name of Sponsor

Certificate Number

Date

State of _____

County of _____

Sworn to and subscribed before me this the _____ day _____, _____.

My Commission Expires: _____

Notary Public

Date