

**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 REQUIREMENTS   |
|--|
| <p><b>ALL Applicants must submit:</b></p> <p><input type="checkbox"/> Fees:</p> <ul style="list-style-type: none"> <li>• Request Duplicate License (\$20 fee)</li> <li>• Personal Name Change with Updated License (\$20 fee)</li> <li>• Personal Name Change (no fee) Note: no updated license will be issued</li> <li>• Personal Address Change (no fee) Note: no updated license will be issued</li> <li>• Personal Address Change with Updated License (\$20 fee)</li> </ul> <p><b>Note:</b> You may update your name and address information at the same time by selecting the “Name Change with Updated License” AND “Address Change” transactions. If you wish to have an updated license, submit one \$20 fee.</p> <p>Make check or money order payable to the Florida Department of Business and Professional Regulation.</p> <p><b>Individuals requesting a Name Change must also submit:</b></p> <p><input type="checkbox"/> Supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)</p> |

**Please mail your completed application, documentation and required fee(s) to:**  
 Department of Business and Professional Regulation  
 1940 North Monroe Street  
 Tallahassee, FL 32299-0780

**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)**

**a. Section I – Application Type**

- i. Select the transaction(s) you wish to complete.
- ii. Request Duplicate License- choose this transaction if you need to request a duplicate license. There is a \$20 fee for the duplicate license. The fee may be waived if the original license was stolen or never received. See section 2 Fee waivers for Duplicate License Requests below.
- iii. Personal Name Change with Updated License- 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.). There is a \$20 fee for receiving the updated license.
- iv. Personal Address Change with Updated License- select this transaction if you need to update your address information and you wish to receive an updated license. There is a \$20 fee for receiving the updated license.
- v. 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.).Note: You will not receive an updated license.

- vi. Personal Address Change- choose this transaction if you need to update your address information. You will not receive a new license by selecting this transaction alone.
  - (1) **Note:** You may update your name and address information at the same time by selecting the "Name Change with Updated License" AND "Address Change" transactions. If you wish to receive an updated license submit one \$20 fee.
- vii. Duplicate License Fee Waiver- select this transaction if your license was not received or your license was stolen. See section 2. Fee waivers for Duplicate License Requests below.

**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.

- 2. Fee waiver for Duplicate License Requests:** The \$20 fee for a Duplicate License may be waived if:
- a. The license was stolen and the appraiser submits with their request for a new license a police report indicating theft of the license.
  - b. The original license was never received by the appraiser. This requires that an address change must not have occurred since the issuance of the license.

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

### Section I – Application Type

| TRANSACTION TYPES  |   |
|--|---|
| <b>Fee Required If you wish to have a new or updated license issued:</b>                 |   |
| <input type="checkbox"/> Duplicate License Request [8001]                                | <input type="checkbox"/> Personal Name Change with Updated License [8001] |
| <input type="checkbox"/> Personal Address Change with Issuance of Updated License [8001] |   |
| <b>No Fee Required:</b>  |   |
| <input type="checkbox"/> Personal Name Change [9006]                                     | <input type="checkbox"/> Personal Address Change [9006]                   |
| <input type="checkbox"/> Duplicate License-Fee Waiver (documents included) [8002]        |   |

### 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  |       |
|---|-------|
| 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. <b>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.</b> |       |
| Signature:  | Date: |