

This is an amendment to 16.65.3 Sections 8 and 9 effective 9/26/2023

16.65.3.8 APPLICATION FOR REGISTRATION: Incomplete application and fees will be returned to the applicant for supplementation of necessary documentation. All applicants must submit the following documentation to the board:

- A. a completed application on a form prescribed by the board;
- B. registration fee as provided in Part 5;
- C. ~~[a notarized authorization for criminal background check for]~~ For each person that owns, is an officer of or has a ten percent or more financial interest in the AMC, the controlling person, and the employee in charge must ~~[with the prescribed fee;]~~ all submit to a criminal history background check: All applicants for initial issuance or reinstatement of a certificate and license in New Mexico shall be required to be fingerprinted to establish positive identification for a state and federal criminal history background check.

(1) The applicant will register online, through the approved department of public safety website, with the board's Originating Agency Identification (ORI) number and make payment with registration. After the process is complete, the applicant will receive a registration confirmation.

(2) Results will be sent to the board electronically. The board shall not issue a certificate or license until the applicant's background check has been successfully completed.

(3) Out-of-State applicants, who are unable to visit an approved live scan fingerprinting facility, may follow the same registration process and submit a hardcopy fingerprint card to the approved live scan fingerprinting facility. The results will be sent to the board electronically. The board shall not issue a certificate or license until the applicant's background check has been successfully completed.

~~[D. a notarized authorization for criminal background check for the CP with the prescribed fee;~~

~~[E. a notarized authorization for criminal background check for the EIC with the prescribed fee;~~

~~[F.]~~ D. attestation to an irrevocable consent to service of process completed by the CP;

[G.] E. proof that the EIC has successfully completed an AQB approved 15 hour USPAP course.

[H.] E. documentation showing any and all discipline imposed on the applicant in any jurisdiction under any law governing or regulating appraisers or appraisal management companies.

[I] G. The board will register the AMC on the federal registry maintained by the ASC and pay the fee as collected during the application process.

[J.] H. Upon issuance an AMC license shall be valid for no fewer than 12 months.

[16.65.3.8 NMAC - N, 10/16/2009; A, 1/16/2011; A, 1/15/2017; A, 10/30/2021; A, 09/26/2023]

16.65.3.9 EXPIRATION: All registrations shall expire on September 30 of each year. Applications for initial licensure are valid for one year from the date of receipt.

[16.65.3.9 NMAC - N, 10/16/2009; A, 1/15/2017; A, 09/26/2023]