

# Kentucky Real Estate Appraisers Board

135 W. Irvine Street, Suite 301  
Richmond, KY 40475  
Phone: 859-623-1658 Fax: 859-623-2598  
Website: [www.kreab.ky.gov](http://www.kreab.ky.gov)

## DESIGNATION OF COMPLIANCE MANAGER

An AMC must designate one person as the Compliance Manager. The Compliance Manager shall be a certified real estate appraiser on active status and in good standing in KY or any other state. The Compliance Manager is responsible for ensuring that the AMC operates in compliance with state law.

Designation of Compliance Manager must be made on this form and completed by the proposed Compliance Manager.

Name of AMC

### Compliance Manager Information

Full Name

Mailing Address - Street Name

City, State ZIP

Email Address

Phone

Fax

### Appraisal Certification

List all states you hold a credential in (if more space is needed, attach separate sheet)

State/License #

State/License #

State/License #

State/License #

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**Regarding Professional Licenses**

Have you ever had any disciplinary action taken against your appraiser certificate in KY or any other state?

YES NO

Are there currently any charges pending against you in connection with your appraiser certification in KY or any other state?

YES NO

*IF ANY OF THESE ANSWERS ARE "YES", PROVIDE A COPY OF THE LICENSING AGENCY ORDER AS WELL AS ANY OTHER DOCUMENTATION REGARDING THE CASE.*

*INCLUDE A COMPLETE WRITTEN EXPLANATION OF EACH CHARGE OR CONVICTION WITH THIS APPLICATION.*

**Regarding Criminal Offenses**

Have you ever been convicted of a felony?

YES NO

Within the past ten (10) years, have you ever been convicted of a misdemeanor?

YES NO

Are there currently any criminal charges now pending against you in KY or any other state?

YES NO

*If any of the answers are "YES", provide a copy of the court judgement, arrest warrant or bill of indictment, and include a release from probation or prison, if appropriate.*

*Include a complete written explanation of each charge or conviction with this application.*

"Criminal offenses" and "criminal charges" include all criminal matters except speeding or parking violations. It DOES include driving while under the influence of alcohol or drugs.

If you believe a charge has been erased or expunged, you must check with the appropriate court before completing this section.

Have you ever been known by any other names? YES NO If YES, Please list names

**All Compliance Managers must provide a criminal background check compliant with the requirements of KRS 324A.152**

*I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for denial or withdrawal of approval of my designation of Compliance Manager.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT\*

\_\_\_\_\_  
Date

# FINGERPRINTING INSTRUCTION SHEET

Fingerprint cards can be obtained at:

- a. Kentucky State Police Post, or
- b. United Parcel Services (UPS) mailing office, or
- c. Any local police station or sheriff's office trained to do fingerprinting

\*Please check with your state's law enforcement agency regarding fees, method of fingerprinting, hours of operation etc.

Digital fingerprints are preferred and accepted if fingerprints are transferred to:

- a. The fingerprint card, or b. An FD-258 fingerprint card

\*ORI number (KY920222Z) MUST BE placed on the card

\*Specify "KRS-324a.152, KY Real Estate Appraisers Board" as the reason fingerprinted

\*Do not fold or staple the fingerprint card

\*All fingerprints must be rolled in black ink only

Completed fingerprint card must be sent directly to the Kentucky State Police

Kentucky State Police  
Records Branch  
1266 Louisville Road  
Frankfort, KY 40601

Enclose check or money order in the amount of

**\$34.75**

Made payable to: **Kentucky State Treasurer**

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Complete the following required fields of the fingerprint card:

|                                                       |                                   |
|-------------------------------------------------------|-----------------------------------|
| Last, First, and Middle Name                          | Race                              |
| Aliases                                               | Height                            |
| Signature and Residence of Person Being Fingerprinted | Weight                            |
| Date and Signature of Official Taking Fingerprints    | Eye Color                         |
| Date of Birth                                         | Hair Color                        |
| Citizenship                                           | Place of Birth (State or Country) |
| Sex                                                   | Social Security Number            |

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Note:

1. All of the required fields listed above must be completed on the fingerprint card or the card will be returned to you for completion.
2. Fingers to be printed must be clean and dry. Wiping the individuals fingers with an alcohol swab and drying them should prevent perspiration from being a problem.
3. Roll each finger from nail to nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.
4. Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individuals four fingers (on the right hand), keeping the fingers together. The process is repeated for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks.  
plain impression thumb blocks.

## FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Appraisers Board has the legal authority, KRS 324A.152, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”