

Apply for an Appraiser License by Reciprocity

Before You Apply

1. If you don't already have a SecureAccess Washington (SAW) account, **create** an account, **add** the Professional and Business Licensing Service to your SAW account, and **enroll** in multi-factor authentication (MFA).
 - If you already have a SAW account, you need to **add** the Professional and Business Licensing Service to your SAW account and **enroll** in multi-factor authentication (MFA).
 - See [Create your user access](#) document for detailed instructions.
2. If you have other professional licenses with Department of Licensing, **link** those licenses **before** submitting your Appraiser application.
 - See [Create your user access](#) document for detailed instructions on linking your existing professional licenses.

Submit the Application

Important! You must use Google Chrome as your default browser and set Chrome to allow pop-ups **before** you start this process.

- See [Turn off pop-up blockers](#) in Chrome for more information.
1. **Login** to the Business and Professional Licensing System.
 2. **Click** the Apply for Professional License button.

3. At the License Selection page:

- **Select** Appraisers-Real Estate from the Profession dropdown.
- **Select** the appropriate credential level from the License Type dropdown (Certified General, Certified Residential, or State-Licensed).
- **Select** Reciprocity/Comity from the Application Method dropdown.

The screenshot shows a web form titled "Apply for a New License". Under the heading "License Selection", there are three dropdown menus. The first is labeled "* Select a Profession" and has "Appraisers - Real Estate" selected. The second is labeled "* Select a License Type" and has "Certified Residential Appraiser" selected. The third is labeled "* Application Method" and has "Reciprocity/Comity" selected. The "Reciprocity/Comity" dropdown is highlighted with a dashed border.

4. **Scroll down** the page to the What you'll need section to ensure you have everything needed to apply.

5. **Answer** the Eligibility question and **click** Continue.

The screenshot shows two sections of the application form. The first section is titled "What you'll need" and includes a sub-heading "Gather your files" with a list of items: "License discipline (If Needed)" and "Civil Action (If Needed)". Below this is another sub-heading "If payment required, these are the options available:" with a list: "Credit or debit card", "Bank account", and "Billing code". A note below the list says "If a business or someone else is paying for you, they'll give you a billing code to use as payment." The second section is titled "Eligibility" and includes a question: "Based on RCW 18.140, do you meet the requirements of the licensure level for which you are applying?". There are two radio button options: "Yes" (which is selected) and "No". At the bottom of the form, there are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a red border.

6. Enter the following information on the Personal Information page:

- Full legal name.
 - You'll tell us how you want your name to appear on your license on the next page of the application.
- Personal identification information.
- Contact information (phone and email).

Your Full Legal Name

* First Name
Sylvia

Middle Name

* Last Name
Salmonberry

Suffix

Your Personal Identification Information

* Birthdate
Jan 1, 1986

ITIN ⓘ

An applicant is not required to have an SSN or ITIN. If you provide a SSN or ITIN it will be used in accordance with 42. U.S.C. 666(a)(13) and RCW 74.20A.320. If you do not have an SSN or ITIN, please leave that section blank.

SSN ⓘ
*****9347

Your Contact Information

* Phone
555.555.5555

Check if you have a foreign phone number

Other Phone

* Email
dijohnson@dol.wa.gov

Other Email

7. **Scroll** to the Mailing Address section, **enter** the mailing address, and **click** the Validate Address button.

Your Mailing Address

* Country
United States

* Address Line 1
1622 Mountain View Lane

Address Line 2

* City
Olympia

* State
WA

* ZIP
98501

* County
Thurston

Validate Address

8. After you validate the address, **click** Continue.
9. **Answer** all the questions on the License information page and **click** Continue.

General Questions

* How do you want your name displayed on your license?
Use my full legal name

* Have you ever been educated, licensed, employed, or done business under a different name?
 Yes No

Active Out-of-State Licensing Information

Please provide the following for your active out-of-state license:

* State
CA

* License Number
1323969514

* Date Issued
November 1, 2021

* Expiration Date
11/1/2023

Military Questions

* I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.
 Yes No

* I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.
 Yes No

Legal Background Questions

Within the last 5 years, in this state or any other jurisdiction, have you:

* Had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you?
 Yes No

* Defaulted, been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (don't include traffic offenses.)
 Yes No

Back **Save And Submit Later** **Continue**

10. On the Review and Submit page:

- **Review** the answers and uploads you entered.
- **Read and check** all the certification statements.
- if you want to be added to our email list, **click** the Email Distribution List checkbox.
- **Enter** your name as shown below the Signature field.
- **Click Continue.**

I certify that

- I authorize any business associates (past and present) and any governmental agencies (local, state, or federal) to release to the Department of Licensing any information required for processing this application.
- I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.
- I understand that lawsuits or other actions may be filed against me in Washington and I consent that service of process may be made by delivering it to the Director of the Department of Licensing.

Email Distribution List

Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Sylvia Salmonberry

Sylvia Salmonberry

Back Save And Submit Later **Continue**

Pay for the License

Complete **all** the steps to ensure your payment is correctly processed.

1. **Review** the fees on the Make Payment: Fees page and **click** Continue.
 - You must pay **both** the Application Fee and the National Registry Fee.
2. **Select** your payment method on the Make Payment: Checkout page and **click** Process ePayment.
3. **Enter** your phone number (numbers only, no spaces or punctuation), and your payment information on the Make a Payment page, then **click** Continue.
4. **Click** Confirm at the Review Payment page.
5. **Important! Click** Continue only **once** at the Confirmation page. There will be a delay as the payment information is transferred to our system.
6. **Click** Continue at the Make Payment: Confirmation page. This ensures that the payment process is completed.
7. You'll receive an email with the receipt for your payment attached.

Track the Status of the Application

1. **Click** the Business Account link from the Manage My Businesses page.
2. **Click** the Submitted Applications tab if needed.
3. **Check** the status of the application.
 - **Status is In-Review:** Your payment has processed.
 - **Click** the Download Application button to download a paper copy of the application you submitted online.

Professional Licenses

Sylvia Salmonberry
[Update legal name](#)

Email: dijohnson@dol.wa.gov Mailing address: 1622 Mountain View Lane
Olympia, WA 98501
[Change address](#)

Alternate email: None
Mobile Phone: 555.555.5555
Other Phone: None
[Update contact information](#)

Make a Payment
Apply for new license
Criminal Conviction Screening
Cosmetology Student/Apprentice Hours

Licenses | Unsubmitted Requests | **Submitted Requests** | Completed Requests | Relationships

New License Applications

| Application | Profession | License Type | Application Method | Status | Sub-status | Actions |
|-----------------------------|--------------------------|---------------------------------|--------------------|-----------|------------|--------------------------------------|
| APP22222408 | Appraisers - Real Estate | Certified Residential Appraiser | Reciprocity/Comity | In-Review | None | Download Application |

- **Status is Pending Payment:** Your payment has not yet processed. It can take up to 2 hours for the payment to process.
 - **Check back AFTER 2 hours** to see if the payment processed. When you return:
 - If the application shows a status of In-Review and a Download Application button, then the payment has processed.
 - If the application still shows a status of Pending Payment, **click** the Pay Fee button to try your payment again.

Review and approval

1. We review your application and confirm your current license information.
2. We contact you with the results of our review.
 - **Meet all requirements:** We issue your license and send you an email with your license number, expiration date, and instructions for getting your license document.
 - Your license expiration date is your 2nd birthday after the issue date of the license. Depending on when your license is issued, you may have less than 2 full years before your first renewal.
 - **Don't meet requirements:** We ask for more information or tell you what needs to be corrected.
3. Once you receive your license issuance email, you can login to the system to get a copy of your license by self-print, email, or mail. See [How to print your license](#).
 - There is a \$5 charge for licenses sent by mail.