

## Apply for a Temporary Appraiser License

A Temporary Appraiser license is issued to an out-of-state licensed appraiser who has been contracted for a specific assignment in Washington.

The license is valid for 6 months. You can request an extension if the assignment isn't complete within that time. To do so, you must send a written request stating the reason for the extension **BEFORE** the license expiration date.

You can have only three separate contracts in Washington in a calendar year.

### Before You Apply

1. **Complete** a [Real Estate Appraiser Temporary Practice Application Online Supplemental](#) form, have it **notarized**, and prepare it for upload.
2. 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.
3. 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.

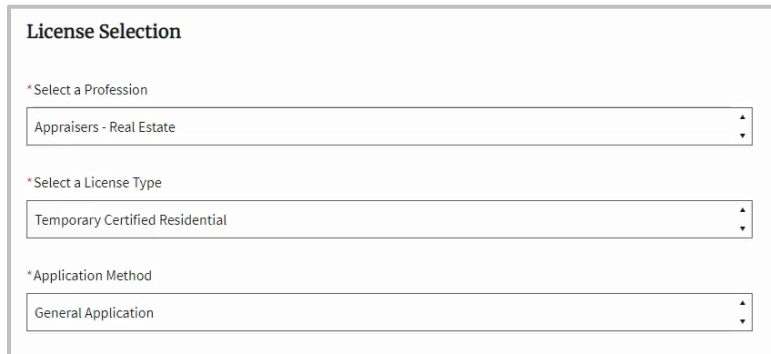
### Submit the Application

**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 temporary credential level from the License Type dropdown (Temporary Certified General, Temporary Certified Residential, or Temporary State-Licensed).
- The Application Method field auto-fills with General Application.



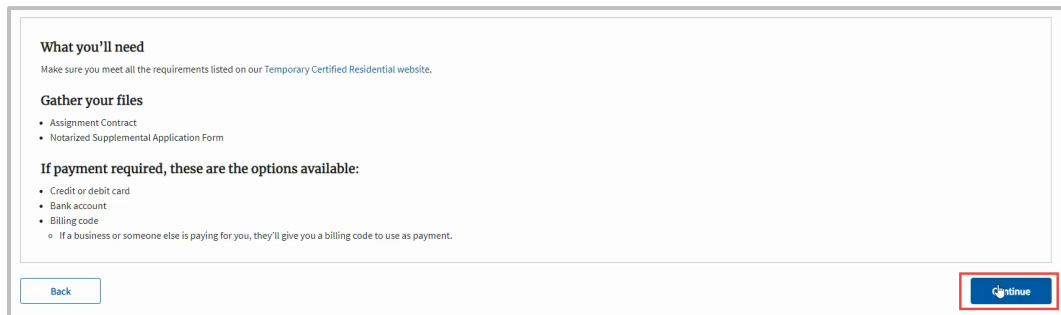
**License Selection**

\*Select a Profession  
Appraisers - Real Estate

\*Select a License Type  
Temporary Certified Residential

\*Application Method  
General Application

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



**What you'll need**  
Make sure you meet all the requirements listed on our Temporary Certified Residential website.

**Gather your files**

- Assignment Contract
- Notarized Supplemental Application Form

**If payment required, these are the options available:**

- Credit or debit card
- Bank account
- Billing code
  - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

Back Continue

5. 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

Middle Name

\* Last Name

Suffix

### Your Personal Identification Information

\* Birthdate

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 ⓘ

### Your Contact Information

\* Phone

Check if you have a foreign phone number

Other Phone

\* Email

Other Email

6. **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**

7. After you validate the address, **click** Continue.

8. 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

**Personal Information**

\*Have you ever applied for licensure/certification as a real estate appraiser in Washington State?  
 Yes  No

**Out-of-State License**

\*Name as it appears on your license  
Sylvia Salmonberry

\*License Number  
212366

\*Issue Date  
November 1, 2021

\*Issuing State  
FL

\*Expiration Date  
11/1/2023

**Contract Assignment**

\*Assignment Contract Signed  
November 1, 2022

\*Assignment Due Date  
December 31, 2022

\*Enter Washington Subject Addresses (Street, City and State)  
722 Henderson Lane, Chehalis, WA 98579

\*Describe Briefly Scope of Assignment  
Appraisal of multiple properties within refurbished neighborhood

**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

[Back](#) [Save And Submit Later](#) [Continue](#)

9. **Upload** your Assignment Contract and the Notarized Supplemental Application Form on the Attachments page and click Continue.

The screenshot shows a web interface titled "Attachments". Below the title, it states "You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif". There are two main sections: "Assignment Contract" and "Notarized Supplemental Application Form". Each section contains an "Upload Files" button and a file preview area. The file preview area for the "Notarized Supplemental Application Form" shows a file named "COPY DOL renewal f...". At the bottom of the page, there are three buttons: "Back", "Save And Submit Later", and "Continue". The "Continue" button is highlighted with a red box.

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.**

The screenshot shows a web interface titled "I certify that". It contains several sections: "I certify that" with three checked checkboxes, "Email Distribution List" with an unchecked checkbox, "Declaration" with a text box containing "Sylvia Salmonberry", and "Signature" with a text box containing "Sylvia Salmonberry". At the bottom of the page, there are three buttons: "Back", "Save And Submit Later", and "Continue". The "Continue" button is highlighted with a red box.

## 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.

The screenshot shows the 'Professional Licenses' dashboard for Sylvia Salmonberry. It includes a profile section with contact and mailing address information, a sidebar with navigation options like 'Make a Payment' and 'Apply for new license', and a main area with tabs for 'Licenses', 'Unsubmitted Requests', 'Submitted Requests', 'Completed Requests', and 'Relationships'. Below the tabs is a table titled 'New License Applications' with columns for Application, Profession, License Type, Application Method, Status, Sub-status, and Actions. A specific application with ID 'APP22222410' is highlighted, showing a status of 'In-Review' and a 'Download Application' button.

Application	Profession	License Type	Application Method	Status	Sub-status	Actions
APP22222410	Appraisers - Real Estate	Temporary Certified Residential	General Application	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 to ensure you meet all requirements.
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 6 months after the issue date of the license.
  - **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.