

Appendix A

INSTRUCTIONS/FORMS For FILING REGISTRATION APPLICATION

1. **General Application**: Complete the general application form AMR-1
2. **Agent for Service of Process**: Applicant must designate and maintain an Agent for Service of Process: To establish an agent for Service of Process, the applicant is advised to contact Arkansas' Secretary of State. Write, visit the website, or call the Division of Business and Commercial Services.

Arkansas Secretary of State

256 State Capitol Building

Little Rock, Arkansas 72201

General Information – (501) 682-1010

www.sos.ar.gov, click on Business & Commercial Services,

or call direct to (501) 682-3012

3. **Surety Bond**: The applicant shall post at the time of filing with the Board a Surety Bond (cash or securities) in the amount of \$20,000 on the prescribed forms AMR-2 (Bond) or AMR-3 (Escrow Agreement).
4. **Certifications**: The initial application for registration shall include the following certifications:
 - Certification of a Controlling Person – Form AMR-4
 - Certification of Acceptance by Controlling Person – Form AMR-5
 - Certification of Systems and Recordkeeping – Form AMR-6
5. **Initial Application Fees**: The application filing fee of \$500 payable to the Arkansas Appraiser Licensing & Certification Board should be included with the application for timely processing.
6. **Renewal of Registration Fees**: The fees for renewal of a registration will not exceed \$500.