

INSTRUCTIONS FOR COMPLETING AND SUBMITTING FINGERPRINT CARD(S)

The fingerprint card should not be completed and submitted until the full application for registration or the AMC-2 form for a change of Owner/Controlling Person is ready to be submitted.

1. The fingerprint card, the enclosed self-addressed envelope, and page 4 of the AMC-2 form should be taken with the applicant to the fingerprinting agency.
2. Before the card is imprinted, the applicant must complete the demographic information requested on the card. Once the card has been imprinted **neither the applicant or the AMC is to have possession of the card.**
3. The fingerprinting agency must complete page 4 of the AMC-2 form and return it to the applicant. The fingerprint card(s) and the \$47 fee (per card), payable to the KBI, **are to be mailed in the provided self-addressed envelope to the Kansas Bureau of Investigation.**
4. Once the fingerprint card and fee have been mailed, the AMC-1 form (along with all documentation and the pro-rated fee) and/or the AMC-2 form(s) (including page 4), should be mailed to: Kansas Real Estate Appraisal Board at 700 SW Jackson, Ste. 804, Topeka, KS 66603. Attach a cover letter that indicates when the fingerprint card was completed.