

INSTRUCTIONS FOR FILING FOR REGISTRATION OF AN AMC

1. Each AMC must complete the 3-page “Application for Registration of an Appraisal Management Company (AMC-1).” This form is provided in an editable .pdf format, so it can be completed on-line, printed, and signed. Each question must be answered. Applications received without proper documentation will be returned.
2. The controlling person and each owner of 10% or more of the applicant AMC must complete the 4page form titled “Controlling Person and Each Owner of 10% or more of AMC (AMC-2).” This form is also offered in an editable .pdf format and can be completed on-line, printed, and signed. **Important:** Page 4 of the AMC-2 form **must** be completed by the fingerprinting agency at the time the fingerprints are taken. This section is the fingerprinting agency’s certification that the identity of the party being fingerprinted was confirmed by photo ID.
 - a. To each “Controlling Person and Each Owner of 10% or more of AMC” form must be attached a completed fingerprint card. These cards may be accessed at your local law enforcement agency; however, if you are unable to secure the cards, you can contact the Board office at caroll.a.pessagno@ks.gov with your request, **giving your name, the number of cards needed, and the address they should be mailed to.**
 - b. Page 4 of the “Controlling Person and Each Owner of 10% or more of AMC” form must be completed by the fingerprinting agency.
 - c. The fee for the criminal history check is \$57 per person and must be attached. This is to be submitted by check, payable to the Kansas Bureau of Investigation or KBI. The fees can be paid individually, or as one check to cover all “Controlling Person and Each Owner of 10% or more of AMC” forms submitted.

PLEASE SUBMIT FINGERPRINT CARDS ALONG WITH THE AMC-1 AND AMC-2 APPLICATIONS, KBI CHECK AND APPLICATION FEES TO:

**KANSAS REAL ESTATE APPRAISAL BOARD
JAYHAWK TOWER
700 SW JACKSON, STE. 804
TOPEKA, KANSAS 66603**

3. The fee schedule for registering an AMC is located on page 3 of the “Application for Registration of an Appraisal Management Company.” The registration fee is based upon the date the application is received and can be processed.

6-23-2021