

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 more than 10% of the applicant AMC must complete the 4-page form titled “Controlling Person and Each Owner of More than 10% 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 More than 10% 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 cheryl.magathan@kreab.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 More than 10% of AMC” form must be completed by the fingerprinting agency.
 - c. The fee for the criminal history check is \$48 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 More than 10% of AMC” forms submitted.
3. The fee schedule for registering an AMC is located on page 3 of the “Application for Registration of an Appraisal Management Company.” As the first registrations to be issued will have an October 1 effective date, **all** fees submitted through October, 2012 will be \$1,500. Applications received after that date will follow the pro-rated fees shown.

AMC-3 [07.11.2012]