



# Idaho Real Estate Appraisers

## Fingerprint Process

1. Have fingerprints collected on FD-258 card – you may print a card here ([link](#)), however it is possible that the local agency you go to have your prints taken will require you to use their card. If this is the case you **MUST** make sure that the correct address for DOPL and the correct ORI are on the card.

### **Idaho Appraisers ORI - ID920Z73Z**

#### **Reason Codes:**

Appraisal License per Idaho Code 54-4106(2)(j).

Appraisal management company registration per Idaho Code 54-4126(3)(c).

If the incorrect ORI code or Reason Fingerprinted is provided, you will be responsible for having your prints collected again and will be required to pay for a second submission. Prints cannot be transferred or reused once submitted.

2. Navigate to <https://home.pearsonvue.com/id/appraisers> Click schedule an exam and create a profile. If you have already taken an ID Appraiser exam, you can log into your previously established profile.
  - (a) Choose exam **IDAPPPHC – Idaho Appraiser Fingerprint Hard Card**.
  - (b) Select the first available appointment on or after the date you intend to mail your hard card. **It is important that we receive your card within 5 days of the appointment date you select.**

3. Pay fingerprint fee (\$61.25) by credit card or debit card.

4. Print Pearson VUE Confirmation of Payment email.

5. Mail completed FD-258 card **AND** printed payment confirmation email to:

#### **Idaho Appraiser and Real Estate Fingerprints**

OHTI

1125B Avenida High View Rd.

Driftwood, TX 78619

**Please send via USPS**

**Do not send fingerprint cards or the required fee to the Idaho Real Estate Appraisal Board, Idaho State Police or Pearson VUE as this will severely delay processing.**