

## MAIL IN: RENEWAL PROCESS FOR ALL LICENSED APPRAISERS

You **will not** receive a fingerprint card due to MAB having your prints on file. If you are not renewing online you will need to complete an Authorization to Release form and a Pledge Certification. The form “MAB Pledge Certification” and “MAB BGCK Appraiser Consent Form” can be found on our website in Forms under “Appraiser Forms”. These two forms will need to be mailed in with your two (2) checks made payable to MAB for renewal.

NOTE: MAB no longer charges a fee to update your background check.

### Renewing by Mail:

You will need to provide the following with your payments renewing by Mail:



- Send any missing Continuing Education Certificates to the email address as follows:  
**mmg@mab.ms.gov**
- Login on the MAB website and complete the below red asterisks. No username or password required to access your license information. If you know your license number and personal information you can log in. Once you have logged in, you will be able to see if you are compliant with CE.

\* Indicates a required field.

**Login**

\* License Type << Select One >>

\* License Number

\* Last four digits of SSN

\* Last Name

\* Date of Birth

**Submit**

- To verify your CE compliance, look to the top left, 6 down “CE Complaint” click and you can see what is missing. You can even view what has been submitted to MAB by clicking “View Course Summary”

Continuing Education Compliance Information

Licensing Period 10/01/2022-09/30/2024

CE Compliance Summary

	Taken	Required	Balance
CE Elective Credit	7.0	21.0	-14.0
USPAP	0.0	7.0	-7.0

**Not Compliant**

**View Course Summary**

- All licensed and certified appraisers are required by Rule 5.1 to complete 28 hours of continuing education to include a seven (7) hour USPAP update course.

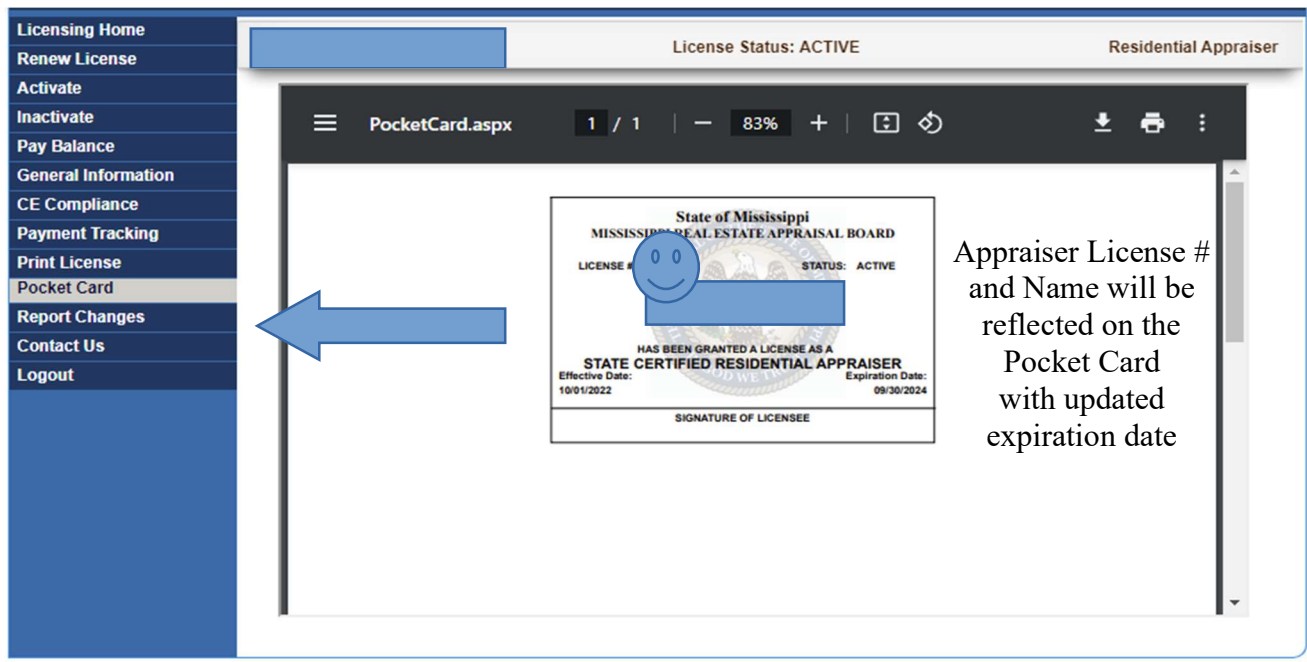
- All Education must be Approved by the Board to count as CE. It is the appraiser's responsibility to verify that the course taken has been approved by the Mississippi Appraisal Board. Rule 5.2(3)
- Licensees are instructed to contact the educational provider to verify the course has been approved.

**ANY LICENSED OR CERTIFIED APPRAISER THAT IS NOT IN COMPLIANCE WITH CE BY THEIR EXPIRATION DATE WILL AUTOMATICALLY BE PLACED INACTIVE THE FOLLOWING DAY. THIS INCLUDES BEING PLACED INACTIVE ON THE NATIONAL REGISTRY.**

- Two Separate Checks (Made payable to MAB):
  - \$325.00 Renewal Fee
  - \$80.00 Federal Registry Fee
- Pledge Certification form Signed and Notarized
- Appraiser Background Check Consent Form completed
- Any missing Continuing Education Certificates not emailed

Pocket Cards can be viewed/saved/printed at any time by logging into your licensing file at: <https://www.mab.ms.gov>

The Pocket Card is located at the top left side of your appraiser information.



Mail all documents to the below address:  
 239 N. Lamar St.  
 Suite 502  
 Jackson, MS 39201