



**State of Arizona**  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007 (602)364-4930 FAX: (602)364-4931 <https://btr.az.gov/>

**Home Inspector Certification Renewal Form**  
 One Year Renewal Fee \$75.00

**All areas of this form must be completed or renewal will be returned and may result in penalty fees being added.**

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Soc. Sec.# : \_\_\_\_\_ (Birth Date and Soc. Sec # are optional)

**BUSINESS ADDRESS:**  (use as Mailing Address)

**RESIDENCE ADDRESS:**  (use as Mailing Address)

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Your mailing address and business address will be viewable on the online Professional Registrant Search.

**Please Return This Renewal Form With Your Payment For:**

Registration No: \_\_\_\_\_

Renewal Fee : \_\_\_\_\_ 75.00

Current Expiration Date: \_\_\_\_\_

Penalty : \_\_\_\_\_

Total Submitted : \_\_\_\_\_

**Any renewal fee received after the expiration date shown will be subject to a penalty fee.  
 The penalty fee is \$12.50 during the first 12 months of delinquency.**

1. Have you been convicted of a felony or misdemeanor other than a minor traffic violation since your last renewal? If you answer yes, you must attach the official court documents.  YES  NO

**NOTE:** Alcohol and drug-related offenses that occur when driving or riding in an automobile (i.e., DUI, DWI, OWI, etc.) are NOT considered minor traffic violations.

2. Have you been disciplined or refused any professional or occupational registration, certification, or license by any regulatory agency since your last renewal?  YES  NO

3. Do you have any pending investigations by any regulatory agency at this time?  YES  NO

**For any questions answered yes, please provide written explanation and attach relevant documentation.**

**Making a false unsworn statement is a misdemeanor punishable by fine or imprisonment. A.R.S. 13-2704.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Board will verify your answers by searching public records databases.  
 If the Board determines that any of your answers are incorrect, you may become the subject of investigation.**

**Internal Use Only**

Receipt Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Revised 3/20/2018

Criminal History Check Completed	
No Further Action Required	<input type="checkbox"/>
Further Information Required	<input type="checkbox"/>
Initials: _____	
Date: _____	

## Renewal Form Instructions

<b>Year</b>	The year starts on the day following the expiration date of your current certificate.
<b>Name/ Address box</b>	Please fill in both Home and Business addresses. Check the appropriate box indicating at which address you prefer to receive official correspondence from the Board.
<b>Financial Assurance</b>	Copy of current Financial Assurance with the Registrant name on it.
<b>For the period</b>	From the day following expiration of your current certificate To the one year anniversary of the current expiration date.
<b>Penalty (due now)</b>	\$12.50 for part of year the renewal is currently overdue (past the expiration date indicated on the certificate being renewed).
<b>Total Submitted</b>	Sum of the Renewal fee, Penalty (due now). This total is the amount that must accompany your renewal.
<b>Exemption from payment of Renewal Fee</b>	If either situation applies, check the application box. No fee is required if you are applying to change the status of this certificate to either of these categories.
<b>Questions to be completed by all registrants</b>	Answer each of the questions by checking the appropriate box. All questions must be answered in order for the renewal to be processed.

**If you are retired or plan to retire, please submit an Inactivation Form; you cannot use this form to change your status to Inactive.**

**Please return this renewal form along with your payment and either a copy of your current bond or error and omission insurance per R4-30-24(D).**

**Alternatively, you can renew and pay online through our online payment portal at <https://btr.az.gov/credit-card-payment-portal>**

**The Board cannot accept credit card payments in person or over the phone.**

### **I am a sole practitioner; do I need to register my firm with the Board?**

Yes. Per ARS § 32-141, firms providing professional services must be registered with the Board. This includes registrants offering services as a solo practitioner / DBA (Doing Business As). The Firm Registration Packet can be found on the AZBTR website: <https://btr.az.gov/applicants/register-your-firmbranch>

#### Notice

Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition."

A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section."

A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy."

A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12-820.01 or 12-820.02."