

# -STOP-

Do not continue unless you can answer 'yes' to the following questions:

- Are you currently registered in a state that regulates home inspectors, and, if so, have you been registered for at least one year and are in good standing?
- Have you established AZ residency?

Additional information:

Pursuant to A.R.S. § 32-122.01(B): Within sixty days after certification and before any fee-based home inspection is performed, a home inspector certified pursuant to this chapter shall file one of the following financial assurances pursuant to rules recommended by the home inspector rules and standards committee and adopted by the board:

1. Errors and omissions insurance for negligent acts committed in the course of a home inspection in an amount of \$200,000 in the aggregate and \$100,000 per occurrence.
2. A bond that is retroactive to the certification date in the amount of \$25,000 or proof that minimum net assets have a value of at least \$25,000.

# HOME INSPECTOR CERTIFICATION APPLICATION UNIVERSAL LICENSURE APPLICATION CHECKLIST

**Please ensure you have all items before submitting your application.  
If any items are missing, your application will be returned.**

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

Completed application, all questions answered, signed and dated.

A signed check in amount of \$175.00 for the application & initial registration fee.

A copy of the applicant's clearance card (front and back) along with signed "Notice for Home Inspectors" Page.

Completed, signed and dated "Arizona Statement of Citizenship and Alien Status for State Public Benefits," along with a copy of supporting evidence

Military status form

Proof of Residency along with signed "Proof of Residency" Page.

Verification of holding a license in at least one US State for at least one year and documentation of the following for that license:

1. Confirmation from other state as to whether or not an examination was required and confirmation that the applicant took and passed the examination.
2. Documentation, in the form of statute and rule that the practice level allowed by the license in that state is equivalent to Arizona's practice level.
3. Documentation, in the form of statute and rule, of the minimum standard for education and experience in the state of licensure, and verification from the state that the applicant met both.

List of licenses in all states or jurisdictions where the person is licensed submitted by the agency of jurisdiction.

Disclose all pending complaints, allegations and investigations from any regulatory entity in another state or country and cause the regulatory entity to provide the AZBTR with the status of case.

Disclose any disciplinary action taken by any other regulating entity and cause the regulating entity to send a copy of the Order directly to the AZBTR.

Disclose any revocation or surrender of a license in any other state or country and cause the state or country to send a copy of the Order directly to the AZBTR.

Disclose any criminal convictions that is listed in the bill and cause the court of jurisdiction to send a copy of the Order to the AZBTR.



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/

UNIVERSAL LICENSURE APPLICATION FOR
HOME INSPECTOR CERTIFICATION

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

APPLICATION & INITIAL REGISTRATION FEE \$175.00

Please submit a check or money order made payable to the Arizona Board of Technical Registration

1. GENERAL INFORMATION

Name: Last First Middle
Date of Birth (mandatory): Social Security # (mandatory):
Citizenship or Legal Residence:
Residence Address: Apt/Suite/Unit:
City, State, Zip: Telephone #:
Mailing Address: Apt/Suite/Unit:
City, State, Zip: Telephone #:
Business Address: Apt/Suite/Unit:
City, State, Zip: Telephone #:
Email:

If you have been legally known by another name(s) list here with explanation and provide documentation:

2. BACKGROUND/DISCIPLINE

1. Have you had any license revoked or surrendered in any other state or country? If yes, you do not qualify for application through A.R.S. § 32-4302. YES NO
2. Has any regulatory agency imposed discipline on you? If yes, please provide 1) a copy of the disciplinary order and 2) cause the regulating entity to provide documentation confirming whether the action has been corrected and the matter resolved. YES NO
3. Do you have a complaint, allegation or investigation pending in any state or country? If yes, please cause the regulating entity to confirm whether the complaint, allegation or investigation has been resolved and disclose how the matter was resolved. YES NO
4. Do you have criminal history that may disqualify your application, as determined by the Board, pursuant to A.R.S. § 41-1093.04? If yes, please cause the court of jurisdiction to submit the court documents to the Board. YES NO

Internal Use Only

Receipt Number: Amount Paid:

Criminal History Check Completed
No Further Action Required
Further Information Required
Initials:
Date:

Applicant Name \_\_\_\_\_

### 3. HOME INSPECTOR REGISTRATION/CERTIFICATION IN ANOTHER STATE

Applicant must provide verification of each registration /certification listed.

State	Date of Initial Registration	Registration #	Current Status

### 4. NATIONAL EXAMINATIONS

Do you hold a certificate indicating successful completion of the National Home Inspector Examination as administered by the Examiners Board of Professional Home Inspectors (EBPHI)?  Yes  No  
If "yes," please attach a copy of the certificate.

### 5. HOME INSPECTOR TRAINING COURSE

Name of Course	# of Hours Completed	Date Completed

### 6. CERTIFICATION/RELEASE

I certify the information contained in this application is accurate, true and complete to the best of my knowledge.

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

Applicants Signature: \_\_\_\_\_

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

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."

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulation to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to section s 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Pursuant to Section 32-4302, Arizona Revised Statutes, a person shall be granted an occupational or professional license or certificate if the person has been licensed or certified in another state for at least twelve months, the license or certificate is in the same discipline and at the same practice level as the license or certificate for which the person is applying in this state and the person meets other conditions prescribed by Section 32-4302, Arizona Revised Statutes.

## NOTICE FOR HOME INSPECTORS

**Please carefully read this document before signing and returning it with your application.**

In answering questions 1 and 2 in Section 2, Background/Disciplinary on the application, please note the following:

- If you answer "yes" to either of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident.
- If you answer "yes" to question 1, you must have supporting documentation sent directly to the Board. (Board disciplinary orders, Board complaint, order of registration or certification, etc).
- You must answer "yes" to question 2 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.
- False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.

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Applicant signature

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Date



**State of Arizona**

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**APPLICANT PROOF OF ARIZONA RESIDENCY**

With this application, please provide one form of proof of Arizona Residency.

The Arizona Board of Technical Registration accepts the following documentation as proof of Arizona Residency:

- A valid Arizona driver's license / ID Card -or- a current Arizona motor vehicle registration
- Documentation demonstrating a permanent address in Arizona on pertinent records, such as a utility bill, mortgage payment, lease payment.
- Military Form 2058
- Arizona Voter Registration

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Applicant signature

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Date

**ARIZONA STATEMENT OF CITIZENSHIP AND  
ALIEN STATUS FOR STATE PUBLIC BENEFITS**  
Arizona State Board of Technical Registration

A.R.S. § 41-1080 provides that, with certain exceptions, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting documentation to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, IV and either Section II or III.

**SECTION I - APPLICANT INFORMATION**

APPLICANT'S NAME (Print or type) \_\_\_\_\_ DATE \_\_\_\_\_

TYPE OF APPLICATION (check one):     INITIAL APPLICATION     RENEWAL

TYPE OF LICENSE \_\_\_\_\_

**SECTION II – I am Providing Documentation Pursuant to ARS 41-1080(A)**

Please indicate below which document you are providing to the Board. Pursuant to ARS 41-1080(E), if the document you provide to the Board does not include a photograph, you will be required to provide a government issued document that does contain your photograph in addition to the document you are submitting to the Board pursuant to ARS 41-1080(A). Please provide a copy of the document(s) with your application.

- 1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
- 2. A driver license issued by a state that verifies lawful presence in the United States.
- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- 4. A United States certificate of birth abroad.
- 5. A United States passport.
- 6. A foreign passport with a United States visa.
- 7. An I-94 form with a photograph.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
- 9. A United States certificate of naturalization.
- 10. A United States certificate of citizenship.
- 11. A tribal certificate of Indian blood.
- 12. A tribal or bureau of Indian affairs affidavit of birth.
- 13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – I am exempt from providing documentation pursuant to ARS 41-1080(B)

If you complete this section, you are required to provide proof to the Board validating your exemption from the requirements of ARS 41-1080(A).

I acknowledge that I am exempt from providing documentation pursuant to ARS 41-1080 for the following reason:

- Pursuant to ARS 41-1080(B)(1):  
I am a citizen of a foreign country or I am currently residing in a foreign country, AND  
The benefits that are related to the license do not require me to be present in the United States in order to receive those benefits.

Please indicate the document you are providing to the Board to establish that you are a citizen of a foreign country or are residing in a foreign country. The document need not include a photograph.

Document: \_\_\_\_\_

- Pursuant to ARS 41-1080(B)(2):  
I am a resident of another state, AND  
I hold an equivalent license in that state to the one I am applying for in Arizona, AND  
I seek the Arizona license to comply with Arizona’s licensing laws and not to establish residency in Arizona.

Please indicate the document you are providing to the Board to establish that you are a resident in another state and that you hold a license in that state that is equivalent to the one you are applying to in Arizona. The document need not include a photograph.

Document: \_\_\_\_\_

SECTION IV – Declarations

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

FOR RENEWAL APPLICATIONS ONLY:

Pursuant to ARS 41-1080(C), if you have affirmatively established citizenship of the United States or a form of nonexpiring work authorization issued by the federal government through one of the 13 documents requested in Section I, on renewal or reinstatement of a license, you are not required to provide subsequent documentation of that status.

Pursuant to ARS 41-1080(D), if, on renewal or reinstatement of a license, you hold a limited form of work authorization issued by the federal government that has expired, you shall provide documentation of that status.





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## Military Status - A.R.S. § 32-4304(A)(4)

Effective July 1, 2022, a regulating entity that issues an occupational or professional license shall “track veteran and military spouse status of applicants”. All state agencies shall report the information to the Governor’s office on an annual basis.

It is requested that you provide the following information in order for the Arizona Board of Technical Registration to comply with A.R.S. § 32-4304(A)(4):

Are you active duty military?

yes

no

I do not wish to answer

Are you a veteran?

yes

no

I do not wish to answer

Are you the spouse of an active duty military individual?

yes

no

I do not wish to answer

Are you the spouse of a veteran?

yes

no

I do not wish to answer

# Home Inspector Clearance Card Instructions

The State of Arizona Board of Technical Registration will begin requiring clearance cards with home inspector applications on August 3, 2018. Any person who applies for certification must obtain a clearance card issued by DPS. No application will be approved for certification without a valid clearance card.

## **Obtaining a clearance card**

Effective August 3, 2018, DPS will begin accepting electronic and hard copy clearance card applications. Please wait to schedule your fingerprint appointment with DPS until then.

## **Electronic application for clearance cards – Arizona in-state applications only.**

1. Apply on-line at [www.azdps.gov](http://www.azdps.gov)
2. Make your appointment to be printed using the web site.
3. Check the Box for BTR-Home Inspector (this may not be initially available. Ask DPS for an addendum).
4. Print out a copy of your application confirmation and application number
5. Keep the appointment to be printed.
6. Your application and prints will be sent to the DPS Team at the same time.
7. If you have no criminal history, the process may take 7 to 10 days after DPS receives the application. An applicant with a criminal history may take several weeks to be processed.
8. DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.

## **Hard Copy application for clearance cards – required for all out-of-state applicants and available to in-state applicants**

1. Call DPS at (602) 223-2279 to request a hard copy application for a clearance card. The package will be mailed to you.
2. Complete the application following the instructions provided with the package.
3. Check the Box for BTR – Home Inspector
4. Contact your local law enforcement to see if they provide fingerprinting services for the public or contact a private fingerprinting service.
5. Return the white original application form filled out correctly, completed fingerprint card with your fingerprints and with the top portion filled out correctly, and payment in one of the acceptable forms of payment made payable to DPS. Acceptable forms of payment are cashier's check, money order, or business check.
6. Keep the yellow copy of your application for your records. The Board may require you to provide a copy of the form depending the type of application submitted.
7. If you have no criminal history, the process may take 15 to 20 days after DPS receives the Application. An applicant with a criminal history may take several weeks to be processed.
8. DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.

## **Questions, concerns, denials for clearance cards**

Do not contact the Board with questions or concerns about the clearance card process or if your clearance card application is denied. Contact DPS at (602) 223-2279.



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## **Attention: Home Inspectors with Criminal Histories**

As of August 3, 2018, home inspector applicants **must** obtain a clearance card from DPS to apply for home inspector certification. If you have a criminal history, your application for a clearance card may be denied. If your clearance card application is denied, you can apply to the Arizona Board of Fingerprinting for a good cause exemption. The AZ Board of Technical Registration urges you to apply for your DPS clearance card well in advance of your certification application date so that you will have time to apply for and receive a good cause exemption in the event your clearance card application is denied.

**Home Inspectors who have been denied a clearance card through DPS can apply to the AZ Board of Fingerprinting for a good cause exemption. Please refer to <https://fingerprint.az.gov> for more information on the good cause exemption application.**

A delay in applying for a clearance card and good cause exemption will delay the Board's ability to process your home inspector application.



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## Notice to All Applicants

Any firm offering professional services under the Board's jurisdiction in this state without a current annual firm registration on file with the Board may be in violation of [ARS 32-141](#) and subject to disciplinary action. Each firm must have a Principal, who is a registrant in this state, in order to be registered with the Board.

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As part of your application process, you may submit the Firm Registration form and fee with your initial application. The firm registration will be processed and the status will be "Pending" until the individual registration is granted. Once granted, staff will update the firm's status to "Active" and set the firm's initial activation date to the same day of the individual's grant date. If the individual registration is not granted, the Board will close the firm and refund the firm registration fee.

**Am I obligated to submit a Firm Registration form with my initial application for registration or certification?**

No, it is voluntary, however doing so will align your certification's expiration date with the firm's expiration date.

**What are the benefits of submitting a firm registration before I am granted a registration or certificate?**

If granted registration, you may have to wait to offer professional services in this state until your firm registration is processed, among other requirements. Having your firm active the day your registration becomes active gets you one step closer to being able to offer professional services in Arizona.

**Do I need to register a firm if I plan to work as a sole practitioner / doing business as?**

Yes. Pursuant to [ARS 32-101](#), Firm is defined as "any individual or partnership, corporation or other type of association including the association of a non-registrant and a registrant who offers to the public professional services regulated by the Board."

**I have questions, who do I contact?**

Please contact Licensing Manager Julie Pham with any questions.

[julie.pham@azbtr.gov](mailto:julie.pham@azbtr.gov)

602-364-4955



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**ANNUAL FIRM REGISTRATION**

**REGISTRATION FEE \$50.00**

**(Do Not Use For Branch Office Registration)**

(Pursuant to A.R.S. § 32-141)

**PLEASE TYPE  
OR PRINT LEGIBLY**

**Firm Registration #**

New Firms will be issued a number. Leave blank if new firm.

**Expiration Date:**

This is the current expiration date. Leave blank if new firm.

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

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

\_\_\_\_\_ City State Zip

Phone \_\_\_\_\_

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

Annual Registration

New Registration

**CATEGORY OF PROFESSIONAL SERVICES OFFERED:**

- Architecture       Home Inspection       Landscape Architecture       Geology       Surveying

Engineering: (Services Offered for Branches of Engineering only)

- Agricultural     Architecture     Chemical     Civil     Control Systems  
 Electrical     Environmental     Fire Protection     Geological     Industrial     Mechanical  
 Metallurgical     Mining     Nuclear     Petroleum     Sanitary     Structural

Provide the names, Arizona registration number(s), and signature(s) of the Registrant(s) in RESPONSIBLE CHARGE. Each firm must register annually and must have a principal registrant who has the authority and responsibility for professional services of that firm.

Principal Registrant's Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category and/or Branch \_\_\_\_\_

REQUIRED Signature of AZ Registrant \_\_\_\_\_ Date \_\_\_\_\_

Principal Registrant's Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category and/or Branch \_\_\_\_\_

REQUIRED Signature of AZ Registrant \_\_\_\_\_ Date \_\_\_\_\_

Principal Registrant's Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category and/or Branch \_\_\_\_\_

REQUIRED Signature of AZ Registrant \_\_\_\_\_ Date \_\_\_\_\_

Principal Registrant's Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category and/or Branch \_\_\_\_\_

REQUIRED Signature of AZ Registrant \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE**

Knowingly making a false statement in connection with this application may be cause for denial of this application and/or referral for criminal prosecution.

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."

Revised 9/22/2022