

Appraisal Institute Education Network Certificate Request Form

Personal Information

Last	First	Middle Initial
Address		City/State/Zip
Daytime Telephone Number		Appraisal Institute Account # (if known)
Date Needed By		License Number

Coursework Completed

COURSE NAMES	DATES OF COURSE	LOCATION

Important
Please specify state for which you require certificates:

States

Prelicensure

Continuing Education

To expedite processing, please attach copies of any grade letters or notices of completion. If certificates appeared under a name other than the one listed above, please list name:

Last	First	Middle Initial
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Fee and Payment Information:

Members – Free of charge

Nonmembers - \$5 per certificate if requesting documents from 1990 to present; \$10 per certificate if requesting documents prior to 1990.

\$35 Express Processing (**Certificates will be sent by overnight express mail within two business days after payment has been processed. Payment processing can take up to 5 business days.**)

Payment Method: Check (payable to: Appraisal Institute) MasterCard VISA American Express

Credit Card Number	Exp. Date	Authorized Cardholder Signature	Amount
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Return Form to:

Appraisal Institute

550 W. Van Buren St., Suite 1000, Chicago, IL 60607

Attention: Education Network

If paying by credit card, fax request to: 312-335-4222, Attention: Education Delivery Services

Please do not call about the status of your certificate request. Such calls only increase the amount of time required to research and process certificates of completion. All certificate requests are processed in the order they are received. Please allow 10 to 20 working days after receipt of form and fee for certificates to be sent out. We thank you for your cooperation.

Revised 9/00

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Accounting Use Only

Amt. of Dep.	Dep. Number
Date of Dep.	Acct. Number 2207-353