



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.