



REQUEST FOR CERTIFICATION OR RECERTIFICATION

ASSESSING STANDARDS BOARD ADMINISTRATIVE RULE ASB 306

NOTICE

The Commissioner of the Department of Revenue Administration (DRA) certifies individuals to make appraisals on behalf of the municipalities for taxation purposes (RSA 21-J:14-f). The certification requirements and procedures are established by the Assessing Standards Board (ASB) in administrative rule Asb 300. Individuals requesting to be certified need to read the rules and fully understand the requirements and duties for each level of certification pursuant to Asb 303 and Asb 304. The information contained on this form is a summary of the requirements and does not supersede the actual rule.

STEP 1 APPLICANT CONTACT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS		
<input type="text"/>		
ADDRESS		
<input type="text"/>		
TOWN/CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
HOME PHONE	CELL PHONE	WORK PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>
PERSONAL EMAIL	WORK EMAIL	
<input type="text"/>	<input type="text"/>	

STEP 2 - LEVEL AND TYPE OF DRA CERTIFICATION REQUESTED

<input type="checkbox"/> New Certification or New Certification Level	<input type="checkbox"/> Recertification of Non-Expired Certified Level
<input type="checkbox"/> DRA-Certified Building Measurer and Lister (Asb 303.03) <input type="checkbox"/> DRA-Certified Property Assessor Assistant (Asb 303.04) <input type="checkbox"/> DRA-Certified Property Assessor (Asb 303.05) <input type="checkbox"/> DRA-Certified Property Assessor Supervisor (Asb 303.06)	

STEP 3 - REQUIRED DOCUMENTATION FOR DRA-CERTIFICATION LEVELS (Asb 306.01) Attach Documents

DRA-Certified Building Measurer and Lister (Asb 303.03)

- Written attestation signed by a DRA-Certified Property Assessor or a DRA-Certified Assessor Supervisor, if new certification, or by the applicant if recertification, that the applicant meets each of the requirements in Asb 303.03(a) or Asb 303.03(b).
- Criminal background check obtained at the time of request pursuant to Asb 306.01 (a)(4).

DRA-Certified Property Assessor Assistant (Asb 303.04)

- Written attestation signed by a DRA-Certified Property Assessor or a DRA-Certified Assessor Supervisor, if new certification, or by the applicant if recertification, that the applicant meets each of the requirements in Asb 303.04(a) or Asb 303.04(b).
- Documentation of successful completion of the International Association of Assessing Officers Course 101 or equivalent course focusing on the basic functions of the appraisal process and appraisal theory.
- Criminal background check obtained at the time of request pursuant to Asb 306.01 (a)(4).



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STEP 3 - REQUIRED DOCUMENTATION FOR DRA-CERTIFICATION LEVELS CONTINUED

DRA-Certified Property Assessor (Asb 303.05)

- Written attestation signed by a DRA-Certified Assessor Supervisor, if new certification, or by the applicant if recertification, that the applicant meets each of the requirements in Asb 303.05.
- Documentation of successful completion of the International Association of Assessing Officers Course 102 or equivalent course focusing on the capitalization of income to determine value by the income approach.
- Documentation of successful completion of the 2-day USPAP course and any recent 1-day USPAP workshop.
- Documentation of successful completion of the NH State Statutes Part I and Part II course relative to assessment and taxation.
- Complete and signed resume detailing work, revaluation experience, and education qualifications.
- Criminal background check obtained at the time of request pursuant to Asb 306.01 (a)(4).

DRA-Certified Property Assessor Supervisor (Asb 303.06)

- Written attestation signed by a DRA-Certified Assessor Supervisor if new certification, or by the applicant if recertification, that the applicant meets each of the requirements in Asb 303.06.
- Documentation of successful completion of the International Association of Assessing Officers Course 300 or equivalent course pertaining to mass appraisal.
- Documentation of experience in providing expert testimony in the defense of assessed values before the NH Board of Tax and Land Appeals, NH Superior Court/sanctioned mediation, or equivalent board or court in another state.
- Complete and signed resume detailing work, revaluation experience, educational qualifications and how the applicant has the experience necessary to: interpret deeds and financial statements; prepare reports; supervise subordinates; assist municipal assessing officials in the use of assessing manuals and CAMA; perform statistical testing; analyze sales to produce a market analysis and USPAP report; and defend property values.
- Criminal background check obtained at the time of request pursuant to Asb 306.01 (a)(4).

STEP 4 - SIGN AND SUBMIT REQUEST

CERTIFICATION: I hereby certify under penalty of Unsworn Falsification, NH RSA 641:3, that the information provided herein and as attachments is correct and accurate.

Applicant Signature in Ink

Date

Print Applicant Name

SUBMISSION OF CERTIFICATION OR RECERTIFICATION REQUEST

An individual requesting to be certified by the DRA shall send the written request , or the Form PA-72, along with the required supporting documentation to:
State of NH Department of Revenue Administration
Director of Municipal and Property Division
P O Box 487
Concord NH 03302-0487



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WHO MUST FILE

Pursuant to RSA 21-J:14-f: Every person, whether working individually, for a firm or corporation, or as a municipal employee, making appraisals of a municipality for tax assessment purposes, except elected officials making appraisals pursuant to RSA 75:1, shall be certified by the department according to rules adopted by the assessing standards board. No person, except boards of assessors and selectmen making appraisals pursuant to RSA 75:1 shall make appraisals without first obtaining the certification. Certification is non-assignable and cannot be transferred.

WHAT TO FILE

Pursuant to administrative rule Asb 306.01, a person requesting to be certified must either file Form PA-72 or do so in writing. The request for certification must indicate the level of certification requested and provide attested to documentation of the person's work experience. As required by the certification level requested, copies of training logs, educational certificates (unless previously submitted), resume, and criminal background check shall accompany the request for certification or recertification.

WHEN TO FILE

Any person, except elected officials making appraisals pursuant to RSA 75:1, who intends to make appraisals of a municipality for tax assessment purposes shall, prior to making an appraisal or performing appraisal work, submit a request in writing to be certified by the department and receive certification from the department. A DRA-Certified individual who has been notified that their certification will expire as of December 31 of a stated year shall submit their request to be recertified prior to the stated certification expiration date.

WHERE TO FILE

A person requesting DRA-Certification or DRA-Recertification may file the completed Form PA-72 and any accompanying documentation with the NH Department of Revenue Administration, Municipal and Property Division, PO Box 487, Concord, NH 03302-0487. A copy of the completed Form PA-72 and any accompanying documentation should be retained by the person who has filed the form.

ADA

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the NH Department of Revenue Administration

NEED HELP?

Contact the Municipality or the Municipal and Property Division at (603) 230-5950.

LINE-BY-LINE FORM INSTRUCTIONS

NOTICE:

The Asb 300 administrative rule pertaining to certification of assessors needs to be read and understood by the applicant. Complete copies of the Asb 300 rule and Code of Ethics and Standards of Professional Conduct may be found at: <https://www.revenue.nh.gov/mun-prop/property/assessing-standards.htm>

STEP 1

The person requesting to be certified or recertified by the department needs to provide their current contact information which must match the name and address on the submitted criminal background check. Please provide telephone, cell phone, and e-mail information to allow the department to expedite contact with you regarding any questions pertaining to your application.

STEP 2

Indicate by checking the applicable box if you are requesting a new certification or a new certification level, or that you are requesting to be recertified at your current certification level. Indicate by checking the applicable box, the level of DRA-Certification you are requesting.

STEP 3

Based upon the information checked off in Step 2, go to the certification level you are requesting and indicate by checking the applicable boxes that you have provided the required copies of supporting documentation for the requested DRA-Certification level.

STEP 4

Send the completed Form PA-72, or the written certification request, and required supporting documentation to the NH Department of Revenue Administration, Director of Municipal and Property Division, PO Box 487, Concord, NH 03302-0487.