

FILING DEADLINE: _____

EXAMINATION DATE: _____

APPLICATION FOR ADMISSION TO A TAX ASSESSOR CERTIFICATION EXAM

(P.L. 1967, C.44)
STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
Property Administration, PO Box 251, Trenton, NJ 08695-0251

**A check or money order for \$10 payable to the State Treasurer must accompany this application.
THE APPLICATION FEE IS NOT REFUNDABLE.**

This application must be filed with the Division of Taxation not less than thirty (30) days prior to the announced date of the exam.

Applicant's Name:

Mr. _____ Ms. _____
circle one First Name Middle Name Last Name Social Security Number

Home Address: _____
Street City State Zip Code

County: _____ Municipality: _____

Telephone Number: Home: _____ Business: _____

E-Mail Address: _____ Fax Number: _____

1. Date and place of birth: _____ / _____ / _____
Month Day Year City State Country

2. Are you a citizen of the United States of America? Yes No

A. If yes: Born Naturalized

B. If a naturalized citizen, state when and where naturalized and enclose copy of your Naturalization Certificate:

3. Do you have any physical or mental disability? Yes No

If yes, describe briefly: _____

4. Give names, addresses and telephone numbers of two persons unrelated to you who will furnish references as to your moral character:

A. _____

B. _____

5. Have you ever been convicted of any crime? Yes No

If yes, provide details of each conviction; give the date, nature of crime, court in which conviction was entered and sentence imposed:

6. High School Education (See Instruction Number 6)

A. Name and location of last high school attended: _____

B. Did you graduate? Yes No

Year graduated (diploma issued): _____

FOR OFFICIAL USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
By: _____	Date: _____

C. If the answer to Question 6B is no, do you possess a State High School Diploma (GED) approved by the State Commission of Education? Yes No

State in which issued: _____ Date of issue: _____

Enclose copy of your High School Equivalency Diploma (GED)

7. College Education (See Instruction Number 7)

Proof of college education must accompany this application. All applicants must complete this section whether or not the applicant has full-time experience in real estate appraisal work or experience in property tax assessment work. Enclose copy of diploma or transcript of academic record.

A. Name and location of college or university and dates of attendance:

<u>College or University</u>	<u>Location</u>	<u>From</u> <u>(month, year)</u>	<u>To</u> <u>(month, year)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Did you graduate? Yes No Degree(s)attained: _____

8. Listing of Experience (See Instruction Number 8)

All applicants should complete this section whether or not experience is needed as a substitute for college education.

Describe below full-time experience in real estate appraisal work or experience in property tax assessment work, starting with most recent position, state name of employer, dates of employment, and exact nature of duties performed.

NOTE: Credit for experience may be allowed on a year-for-year basis in lieu of attendance at a college or university. If you need additional space, attach rider.

<u>Taxing District</u> <u>or Firm</u>	<u>Address of</u> <u>Taxing District or Firm</u>	<u>From</u> <u>(month, year)</u>	<u>To</u> <u>(month, year)</u>
_____	_____	_____	_____

Title of position: _____

Duties: _____

<u>Taxing District</u> <u>or Firm</u>	<u>Address of</u> <u>Taxing District or Firm</u>	<u>From</u> <u>(month, year)</u>	<u>To</u> <u>(month, year)</u>
_____	_____	_____	_____

Title of position: _____

Duties: _____

Taxing District
or Firm

Address of
Taxing District or Firm

From
(month, year)

To
(month, year)

Title of position: _____

Duties: _____

9. I have satisfactorily completed and received a certificate for the training courses designated below (see Instruction Number 9):

	<u>Location</u>	<u>Instructor</u>	<u>Year</u>
Property Tax Administration, Part 1	_____	_____	_____
Property Tax Administration, Part 2	_____	_____	_____
IAAO Course I, Fundamental	_____	_____	_____
IAAO Course 2, Income	_____	_____	_____
County Tax Administration	_____	_____	_____
Real Property Appraisal I	_____	_____	_____
Real Property Appraisal II	_____	_____	_____
Other (Organization/Course Name)	_____	_____	_____

10. Have you previously applied to take the Tax Assessor Certificate examination? Yes No
(whether or not you took the examination)

NOTICE OF CONTINUING EDUCATION REQUIREMENTS FOR ASSESSORS

Chapter 278, P.L. 1999 provides that all tax assessor certificates upon issuance will expire in *five years*. To maintain certification, assessors must complete continuing education requirements of fifty (50) continuing education credit hours over a five-year period. Beyond the initial five-year period, the law requires renewal every *three years*, provided that assessors have obtained continuing education of thirty (30) credit hours over three years. One continuing education credit hour means fifty (50) minutes of classroom or lecture time.

AFFIDAVIT BY APPLICANT

STATE OF)
) SS.
COUNTY)

_____, of full age, being duly sworn according to law, upon his
(Name of Applicant)

oath deposes and says that the answers, statements and declarations made in the foregoing application are true in all respects.

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Signature of Officer Administering Oath)

(Signature of Applicant)

(Title of Such Officer)

**INSTRUCTIONS
FOR COMPLETING AND FILING FORM AC-1 (rev. 6-2002)
APPLICATION FOR ADMISSION
TO AN EXAMINATION FOR A TAX ASSESSOR CERTIFICATE (P.L. 1967, C. 44)**

WHO MAY FILE AN APPLICATION

1. Any person, whether or not engaged in property tax assessment work, who satisfies the requirements listed below may file an application.
 - a. Applicant must be a citizen of the United States;
 - b. Applicant must be at least 21 years of age;
 - c. Applicant must be of good moral character, of good health and free from disabling physical and mental defects;
 - d. Applicant must have obtained a certificate or diploma issued after at least four years of study in an approved secondary school, or have received an academic education considered and accepted by the Commissioner of Education as fully equivalent;
 - e. Applicant must have graduated from a four-year course at a college of recognized standing, but for this requirement applicant may substitute full-time experience in real estate appraisal work or experience in property tax assessment work on a year-for-year basis.

HOW TO FILE

2. You must complete one copy of the application that has been signed and notarized. You must answer all questions completely. Attach a check or money order in the sum of \$10 payable to the State Treasurer. Do not send cash. Attach necessary proofs. The AC-1 shall not be deemed to be filed unless you properly completed the application and attach the required fee and proofs. Mail the completed application to:

DIVISION OF TAXATION
PROPERTY ADMINISTRATION
ATTENTION: ASSESSOR CERTIFICATION
PO BOX 251
TRENTON, NJ 08695-0251

3. Upon review of the application the Director of the Division of Taxation may require filing of additional statements and proofs.

WHEN TO FILE

4. An application may be filed at any time; however, to be eligible for an examination, an application must be received at least thirty (30) days prior to the announced date of the examination. (Examinations are scheduled semi-annually, in March and September of each year.)

For further information, please call (609) 292-7813.

PROPER COMPLETION OF FORM AC-1 (rev. 6-2002)

5. **Sections 1-5**
In **Sections 1-5**, applicant will supply information relating to citizenship, age, health and moral character.
6. **Section 6**
In **Section 6**, applicant will supply information relating to high school education. Persons desiring information relating to high school equivalency diplomas (GED) may secure such information by writing to:

DEPARTMENT OF EDUCATION
ATTENTION: GED
PO BOX 500
TRENTON, NJ 08625-0500

7. Section 7

In **Section 7**, applicant will supply information relating to college or university education. If applicant has graduated from a four-year course, s/he must submit proof of graduation with the application. Proof may consist of a diploma, a reproduction thereof, a verified true copy thereof, or a transcript of applicant's academic record. If the number of years of college education reported in **Section 7** is less than four years, the applicant must submit a transcript of his or her academic record with the application. Experience included in **Section 8** will then be considered for qualification purposes on a year-for-year basis.

8. Section 8

In **Section 8**, applicant will supply information relating to full-time experience in appraisal work or experience in property tax assessment work. All applicants should complete this section whether or not experience is needed as a replacement for college education. Credit for such experience may be allowed on a year-for-year basis in lieu of attendance at a recognized college or university. Supply sufficient detail to permit an accurate determination of equivalence. Information supplied is subject to verification and must be complete and accurate. An applicant must supply information as to name of employer, the dates of such employment, and the exact nature of the duties performed. An applicant with experience in property tax assessment work must supply the required information in this section, including a description of duties performed. For the purposes of this application, "experience in property tax assessment work" shall be deemed to include any of the following:

- a. Experience in a technical and administrative capacity in an assessor's office;
- b. Employment in a technical and administrative capacity with a state or county agency engaged in administration of the local property tax;
- c. Employment with an appraisal firm in a capacity requiring substantial association with and assistance to assessors and their staff with respect to the discharge of their official duties.

9. Section 9

In **Section 9**, applicant will supply information relating to satisfactory completion of training courses for assessors. The applicant will indicate that s/he has completed a course by entering the location at which the course was given, the name of the instructor and the year in which s/he completed the course.

10. Section 10

In **Section 10**, please answer the question of any prior filing(s) of an application for the Tax Assessor Certificate exam.

11. Affidavit

The affidavit must be signed and **notarized**.

12. When an applicant satisfies all requirements for issuance of a Tax Assessor Certificate, s/he will receive notice thereof and request to submit the \$25 certification fee. Actual receipt of the certification fee is a prerequisite to issuance of a certificate. If an applicant fails to satisfy the requirements for admission to an examination for a Tax Assessor Certificate, s/he will be so notified in writing. The \$10 application fee will not be refunded.