



Authorized Credit Card Payments

REA 2031 (New 08/2025)

Most Bureau of Real Estate Appraisers (BREA) forms and information are available on the BREA website at: www.brea.ca.gov. All forms may be obtained by requesting them by phone or mail from staff at the address and telephone number listed above.

PAYMENT INFORMATION

Use this form if you would like to pay any fee required by the Bureau as set forth in Title 10, California Code of Regulations section 3582 (10 CCR) using a VISA or MasterCard (MC). Other forms of credit or debit card are not accepted payment methods. No application, renewal, petition, or request for other services listed in 10 CCR 3582 shall be considered complete until the required fee has been received and processed. "Received and processed" means that BREA has received a payment from the credit card provider or has received confirmation of the receipt and deposit of funds provided by credit card that is not subject to cancellation, reversion, or return to the person submitting the payment or to any financial institution or other intermediary through which the payment was made.

To submit payment of any fee to BREA using a VISA or MC, please complete the following sections on this form and mail it along with your completed application, renewal, petition or other request to the address listed above

APPLICANT/LICENSEE/PETITIONER/REQUESTER's NAME (If different than cardholder)

BREA LICENSE NUMBER (If applicable)

BREA USE ONLY

APPROVAL #

REFERENCE #

TRANSACTION DATE

INITIALS

CREDIT CARD INFORMATION

CARD TYPE

☐ Visa ☐ MC

CREDIT CARD NUMBER

EXPIRATION DATE (mm/yy)

CVC Code

AMOUNT AUTHORIZED

\$

PRINTED CARDHOLDER'S NAME (Last, First & Middle)

DAYTIME PHONE NUMBER

BILLING ADDRESS

Street

City

State

Zip

SIGNATURE OF CARDHOLDER

Date

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice to be provided when collecting personal information from individuals. Each individual has the right to review personal information maintained by this agency, unless access is exempted by law. Government Code sections 6162 and 6163, and Title 10, California Code of Regulations (10 CCR) section 3582 authorize the maintenance of this information, which will be used to verify the authenticity of the credit card you wish to use to pay your fee and to process your payment with specified credit card providers. If you choose to pay by credit card (VISA or MC), this completed form is mandatory and must be submitted to BREA with your application, renewal, petition or request for services as required by 10 CCR section 3582 or your application, renewal, petition, or request will be rejected as incomplete. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing your personal information unless the records are exempted from disclosure by law including Civil Code section 1798.40. Individuals may obtain information regarding the location of their records by contacting the BREA's Custodian of Records at (916) 552-9000 or by mail at Bureau of Real Estate Appraisers, 3075 Prospect Park Drive, Suite 190, Rancho Cordova, CA 95670.



PETITION APPLICATION FOR REMOVAL OF DISCIPLINE

(Removal of Discipline Information from BREA Website)

Read all directions prior to completing this application.

- These instructions do not provide a complete description of all eligibility requirements and grounds for denial of a petition. Prior to completing this form, please review Title 10, California Code of Regulations (CCR) sections 3581, 3582, and 3734 to fully understand all eligibility requirements for the removal of discipline information from the Bureau's website.
- **Licensee petitioners:** Licensees may seek removal of their own license discipline information from the Bureau's Internet website if the discipline was effective no less than 10 years prior to the date of filing of this petition application. However, disciplinary actions that resulted in license revocation or voluntary surrender as a result of pending investigation are not eligible for removal. Any such requests will be rejected as ineligible.
- **Immediate family member or heir petitioner:** An immediate family member or heir of a deceased licensee seeking to remove that deceased licensee's discipline information may file this petition application at any time for removal of any type of discipline of any duration.
- Type or print clearly in blue or black ink and provide an original signature.
- All fees paid must be paid by pre-printed personal or company check, cashiers' check, certified check, money order, or governmental purchase order which shall clearly indicate the name of the applicant or licensee to whom it applies. Payments may also be made using a credit card (VISA or Master Card) by submitting a completed "Authorized Credit Card Payments," Form REA 2031 (New 8/2025) to the Bureau with this application.
- Once the Bureau has started its review of your application, any fees you submitted will not be refunded even if you are not eligible, or the Bureau denies your petition application.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, applicable fee and any required documents to:
BUREAU OF REAL ESTATE APPRAISERS
Attn: Enforcement
3075 Prospect Park Drive, Suite 190
Rancho Cordova, CA 95670

Relationship to Licensee

- ☐ Myself - You are petitioning for yourself. Complete *Part I, III & IV: Self Petition* and submit \$200 fee.
- ☐ Immediate Family Member or Heir of Licensee - You are petitioning as an immediate family member or heir of a licensee. Complete *Part II, III & IV: Petitioning for a Licensee (Deceased)* and submit \$116 fee.

PART I: Licensee Information - Self Petition

A: Licensee Information

1. License Level		
☐ Trainee License	☐ Residential License	☐ Certified Residential ☐ Certified General
2. License Number		3. Licensee's Date of Birth
4. Name (as it appears on most recent license issued by BREA)		
Last	First	Middle
5. Physical Address		
Address		
City	State	Zip Code
6. Licensee Mailing Address (if different than physical address)		
Address		
City	State	Zip Code
7. Home or Personal Phone Number		8. Business Phone Number (if applicable)
9. Email Address (if applicable)		

B: Licensee Background

Complete the following questions below.

1. Are you currently registered pursuant to the provisions of section 290 of the Penal Code (California's Sex Offender Registration Act) or as a convicted sex offender in another state, district or territory of the United States?
☐ Yes ☐ No
2. Are you currently on criminal probation or parole?
☐ Yes ☐ No
3. Is your Bureau-issued license currently subject to disciplinary restrictions by the Bureau including suspension or probation?
☐ Yes ☐ No
4. Do you have any professional license discipline from another licensing agency, in or outside of California, that has occurred since the date of posting of discipline requested for removal from the Bureau's website. "Discipline" means that the applicant's license has been placed on probation, revoked, suspended, reprobated, censured, reprimanded, restricted, limited, or conditioned?
☐ Yes ☐ No
If YES: attach copies of the disciplinary decision taken by the licensing board, agency, or other governmental organization ("board") that contains the following information:
(A) The type of disciplinary action taken (e.g., revocation, suspension, probation),
(B) The effective date of the disciplinary action,
(C) The license type,
(D) The license number,
(E) The name and location of the licensing board, and
(F) An explanation of the violations found by the licensing board. In addition, the applicant may submit a statement or documents showing the applicant's rehabilitation efforts or any mitigating information that the applicant would like to submit.
5. Will you make yourself reasonably available for interview by the Bureau investigator in the course of the petition investigation (e.g., accept phone calls from the Bureau, meet with Bureau representatives, or respond to emails)?
☐ Yes ☐ No
6. Have you reimbursed the Bureau for payments made from the Recovery Account specified in 11412 of the Business and Professions Code associated with a claim filed wherein you were the judgment debtor?
☐ Yes ☐ No ☐ Not Applicable
7. Do you have a written statement or documents showing any rehabilitation efforts or mitigating information that you would like to submit in support of this petition? If so, please attach these additional documents to this petition application.
☐ Yes ☐ No
8. Do you have any criminal convictions to report since the effective date of the disciplinary action (posting date) for which you are requesting removal from the Bureau's website?
☐ Yes ☐ No
If YES: attach documents or a written statement on a separate sheet(s) of paper that contains the following information for each conviction, as applicable:
(A) Plea/conviction date,
(B) Incarceration date,
(C) Incarceration release date,
(D) Probation/parole release date,
(E) Arresting agency,
(F) Court name/location,
(G) Name of the case and case/docket number,
(H) List of codes or laws violated,
(I) Explanation of the offense(s)/details of the crime(s), and,
(J) A statement of any rehabilitation efforts or mitigating information that the applicant would like to submit.

PART II: Immediate Family Member or Heir Petitioners Petitioning For a Former Licensee (Deceased)

Complete this section only if you are an immediate family member or heir of a deceased licensee petitioning to remove discipline of a deceased licensee.

A: Licensee Information

1. Licensee Name (as it appears on most recent license issued by BREA)		
Last	First	Middle
2. Licensee Last Known Physical Address		
Address		
City	State	Zip Code
3. Licensee Last Known Mailing Address (if different from physical address)		
Address		
City	State	Zip Code
4. Licensee Last Known Home or Personal Phone Number	5. Licensee Last Known Business Phone Number	
6. Licensee Last License Level (if known)		
7. Licensee License Number		
☐ Trainee License	☐ Residential License	☐ Certified Residential ☐ Certified General
8. Licensee Date of Death (please see below: attach a copy of the licensee's certified death certificate)		

B: Petitioner Information

1. Petitioner Name		
Last	First	
2. Petitioner Physical Address		
Address		
City	State	Zip Code
3. Petitioner Mailing Address (if different than physical address)		
Address		
City	State	Zip Code
4. Petitioner Home or Personal Phone Number	5. Petitioner Business Phone Number (if applicable)	
6. Petitioner email Address (if applicable)		
7. Petitioner's Relationship to Licensee		

C: Required Documents

Include with this application any documents required by Part I or Part II of this application (as applicable).

For immediate family members, please also include a copy of the certified death certificate for the deceased licensee from the California Department of Public Health - Vital Records (CDPH-VR) or the County Recorder/Clerk's office in the county where the death occurred.

PART III: Discipline Requested To Be Removed

List what discipline is being requested to be removed.

Effective Date of Bureau Disciplinary Order	Description of Bureau Discipline (Name of Licensee and Bureau Case No.)

Notice of Collection of Personal Information: Section 1798.17 of the Civil Code requires this notice to be provided when collecting personal information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law as described in Civil Code section 1798.40. Section 11317.2 of the Business and Professions Code and Title 10, California Code of Regulations (CCR) section 3734 authorize the collection and maintenance of this information.

All applicable information listed on this application is mandatory. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may deny the petition. The information requested in this form is primarily used to evaluate the petition and its eligibility for the removal of posted discipline in accordance with CCR section 3734. The information you submit may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. Individuals may obtain information regarding the location of their records by contacting the BREAs Custodian of Records by phone at (916) 552-9000 or by mail at Bureau of Real Estate Appraisers, 3075 Prospect Park Drive, Suite 190, Rancho Cordova, CA 95670.

PART IV: Petitioner Declaration

The petitioner must sign and date the application below.

I certify under penalty of perjury under the laws of the State of California that the foregoing information and information provided on any attachments is true and correct.

Signature

Date