



**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

9960 Mayland Drive, Suite 400, Richmond, VA 23233-1463

Telephone: (804) 367-8500

<http://www.dpor.virginia.gov>

JAY W. DeBOER  
DIRECTOR

DEPUTY DIRECTORS:

MARK N. COURTNEY  
Licensing & Regulation

NICK A. CHRISTNER  
Compliance & Investigation

STEVEN L. ARTHUR  
Administration & Finance

February 26, 2009

Dear Virginia Licensed/Certified Appraiser:

The Virginia Real Estate Appraiser Board (the Board) addressed the issue of appraisers submitting appraisal assignments electronically and provides you with the following guidance from its February 24, 2009, Board meeting:

Board Regulations and USPAP require appraiser licensees to perform and deliver appraisal assignments in a secure manner to the client, and they must not communicate assignment results (or knowingly permit another person to communicate assignment results) in a misleading or fraudulent manner.

There are actions that a licensee may take to ensure compliance with these regulations when submitting assignments electronically. First, there are a number of secure digital signature software products and other encryption techniques that can be used to ensure compliance with Board Regulations. Second, licensees must keep a true copy of all assignments they submit electronically in accordance with the record keeping requirements of USPAP.

Please feel free to contact the Board at 804-367-2039 or [reappraisers@dpor.virginia.gov](mailto:reappraisers@dpor.virginia.gov) if you have any questions.

Sincerely,

Virginia Real Estate Appraiser Board