Go to:  https://me.ibtfingerprint.com/

For new IN STATE appointments please click on first GREEN box on the left. The second green box from the left is those applicants from OOS (out of state) that do not need to set up an appointment. There are options to reschedule an appointment and set up to be re-fingerprinted due to rejection.

Your agency should select the Board of Real Estate Appraisers to register under your program. Once you have selected you must press GO button.
Registrant will need to select YES is this is the correct fingerprint type.

Client will now navigate through the appointment screens to determine location, date and time to be fingerprinted. **All the screens are not shown for this process.**
Client will then enter their personal information including address, contact information, and descriptors.
Then a confirmation screen to review all their information. The opportunity to change and update personal information and appointment can be completed.

This is just a confirmation screen of how the payment will be taken (next steps).
Client **MUST** click on blue link to make payment. Once payment is done a confirmation screen should appear from payment processing center. If an e-mail address is given then an e-mail will be sent to the registrant on their appointment specifics.