

Licensing Requirements: Motor Vehicle Damage Appraiser

1. A work experience letter from a licensed Massachusetts appraiser with whom you have worked for a period of at least three (3) months. This letter must be signed by the appraiser and his seal affixed.
2. A copy of certification received from a [Board approved damage appraiser course](#). PLEASE NOTE: Two years practical work experience writing appraisals, may be substituted for the required course work.
3. If you have had any convictions, a transcript from the courts identifying the offense(s) and a letter of explanation should be included.
4. Submit a check for \$100.00 made payable to the COMMONWEALTH OF MASSACHUSETTS for application processing and examination registration to the Auto Damage Appraiser Licensing Board, 1000 Washington St, Suite 810 Boston, MA 02118-6200.

You will be notified by the Auto Damage Appraiser Licensing Board when your application has been approved. Prometric has been contracted to provide examination services for the Division. After your application has been approved, contact Prometric at <http://www.prometric.com> or call 800-741-9380 to schedule your written examination. After successfully completing your written examination, you will be notified by the Board how to complete the Part 2 Vehicle Appraisal Examination.