



**THE NATIONAL ASSOCIATION
OF JEWELRY APPRAISERS**

P. O. Box 18, Rego Park, NY 11374-0018
718.896.1536 fax 718.997.9057
naja.appraisers@netzero.net
www.NAJAappraisers.com

Serving The Professional Jewelry Appraiser With Pride[®]

MEMBERSHIP APPLICATION

Name	Occupation
Firm	Position
<hr/>	
Business	

Address	Telephone		
City	State	Zip	Fax
Email	Website		
Years in Jewelry Industry	Years in Appraising		

<hr/>			
Residence			
<hr/>			
Address	Telephone		
City	State	Zip	Email
Preferred Mailing Address:	Business	Residence	

APPLICATION DOCUMENTS REQUIRED

- Please provide on your letterhead:
1. a resume which includes your qualifications, academic education, appraisal experience, gemological experience, and/or experience in a related jewelry field
 2. a list of professional affiliations and professional courses taken. Please enclose copies of certificates or supporting documentation. Also, let us know you if you have done any speaking or writing on appraisal or gemological topics.
 3. two complete appraisals: one (1) Insurance Replacement and one (1) Fair Market Value (If you are applying for the candidate level, there is no need to submit this item.)
 4. a business card
 5. two (2) references who can attest to your ability and character. Trade related references are preferred.
 6. completion of Directory Information form

References:

Title	Name	Email	Fax #
1.			
2.			



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MEMBERSHIP DUES AND FEES

Please be advised that the effective date of membership is based on the date of the application. Annual membership dues are \$195 for U. S. residents and \$235 (U.S. dollars) for International and Canadian residents. \$25.00 processing fee (one-time, non refundable) is required. Please make your check payable to The National Association of Jewelry Appraisers or NAJA.

All annual dues are payable January 1st of every year. For new enrollees, we prorate the first year dues accordingly, depending on which calendar quarter your membership is accepted.

Quarter	U.S. Residents	Canada & International
1st	\$195.00	\$235.00
2nd	\$146.25	\$161.25
3rd	\$ 97.50	\$107.50
4th	\$ 48.75	\$ 53.75

If accepted, your membership will start in the Quarter.

Please enclose a check in the amount of \$ plus the \$25.00 one time processing fee, totaling \$

With the exception of the processing fee, all fees will be returned if not accepted for membership. Please allow 3-5 weeks for processing.

I hereby apply for membership and certify and declare that all pertinent information regarding my professional background is included and properly stated. If approved for membership, I agree to abide by the NAJA Professional Code of Ethics, which I have read. My signature authorizes NAJA to contact persons and organization listed for inquiry as to the representation of my stated credentials and related course completions. It further authorizes those persons and organizations contacted by NAJA to provide the requested information to NAJA.

Applicant's Signature

Date

(Application cannot be processed unless signed and dated)

Member titles and designations are assigned based on the combination of trade experience, education, professional accomplishments and titles achieved.



NAJA CODE OF PROFESSIONAL ETHICS

1. Members of NAJA must conduct themselves in a professional manner and perform competently.
2. A member must maintain professional standards in the jewelry appraisal field.
3. A member must sustain a positive public image and treat all parties fairly and ethically.
4. A member must recognize their independent responsibility to assist the public, the profession, and all parties having an interest in the property being appraised, subject to confidentiality requirements.
5. A member should gather all available pertinent facts, relative to the item being appraised, before arriving at a reported value.
6. An appraisal of jewelry must be a thorough analysis and interpretation of all factors affecting its value. A member must not assign a value until all aspects relating to a specific item have been evaluated.
7. A member must be aware of any potential conflicts of interest which may be involved in a case and make full disclosure.
8. A member should be cognizant of current state and federal laws and rulings and regulations which are applicable to the appraisal which is being conducted.
9. A member must maintain their professional competency in the jewelry appraisal field through continuing education.
10. An appraiser must maintain the confidential nature of an appraisal report. No information regarding the appraisal assignment will be disclosed to any third party, without the consent of the original client, unless the appraiser is compelled by court order. The appraisal records must be kept for at least five years, or at least two years after a court case has been adjudicated.
11. Employment or fees must not be contingent upon reported value. An appraiser may not accept an appraisal assignment based on a predetermined description or value.

12. An appraiser must charge a fair and reasonable fee based on the level of professional service, overhead costs and level of expertise rendered.
13. When an appraisal is required for items with which the appraiser is unfamiliar, the appraiser must obtain the assistance of a qualified expert appraiser, and/or appropriate gemological laboratory. This assistance must be disclosed in the appraisal report. When the assistance is substantial, the signature of the assisting expert must be part of the final report.
14. An "NAJA" title denotes competence and high integrity derived from following a high standard of moral and ethical conduct. Regardless of instructions from clients, or monetary inducement, there is to be no advocacy for a clients special interests, no accommodation of the appraiser's personal interests or deviation from this Code of Professional Ethics.
15. An appraiser may express an informal or preliminary opinion as to the value of an item, but should not express that opinion until after all available pertinent facts have been given due consideration.
16. All formal appraisals or certificates of value must be in printed form, signed by the appraiser, and must include the following as a minimum:
- a. Date of valuation
 - b. A description of the items being appraised
 - c. A statement of the unbiased and objective conclusions of dollar value reached, together with applicable qualifications or limitations on the conclusions.
 - d. A statement to the effect that the appraiser has personally examined the items that are the subject of this report, when applicable.
 - e. A statement as to the assumptions and conditions to the appraisal, if any, and to the conclusions reached.
 - f. A certification of each appraisal must contain the statement that "This appraisal has been prepared in conformity with generally accepted professional standards and Code of Professional Ethics of NAJA."
 - g. Appraisals must be maintained according the USPAP requirements. An appraiser should keep a file on the items appraised along with any pertinent data from which a conclusion of value was generated. This holds true for preliminary opinions as well.
 - h. All members must affix their NAJA designation to formal appraisals unless employer rules specifically forbid personalization of reports issued by a corporation not under the control of the individual NAJA member appraiser.
- Also see also NAJA's Minimum Standard booklet***
17. A member must be willing to testify under oath in order to support their conclusions of value in a court of law. Fees for such testimony should be arranged and contracted for with NAJA experts prior to trial.

18. NAJA members must make special efforts to avoid misuse of their appraisal documentation.

- a. High appraisal values for the purpose of inducing any purchase based on appraiser provided inflated values are unethical.
- b. Low appraisal values for the purpose of stopping a contemplated purchase, or for returning of unwanted merchandise based on under-valuations are unethical.
- c. **Members must especially be alert to efforts of possibly unscrupulous vendors, who offer gems as investments, and do not explain, in writing, about the risks of such considerations.**
- d. Appraisers who offer hypothetical reports on items they have not personally examined, but which could be examined, are not providing the best of appraisal services. Such "limited assignment" reports have a high likelihood of damaging a client, damaging one's own reputation, or damaging the profession. NAJA agrees that there are times and places for limited assignment hypothetical reports, but strongly advises its members that the creation of a regular business model in appraising "unexamined" items, based solely on gemological reports, or other hearsay documentation, is not considered an ethical business practice.

19. The appraiser, after qualification and acceptance by NAJA, agrees to the stipulated annual membership fee. If the appraiser wishes to terminate their affiliation with NAJA, they agree to return, to NAJA, all membership materials including certificates, literature, stationery, pins or anything bearing the NAJA seal, emblem or logo.

20. Any violation or infractions of the Code of Professional Ethics may result in a suspension or in a termination of all affiliation with NAJA and the use of its designation may be forfeited. The appraiser also agrees to return to NAJA all items, under No. 19 above, IF MEMBERSHIP IS TERMINATED FOR SUCH INFRACTION.

21. The name - NAJA - as well as the seal and logo are registered. The use of the name and emblems are limited to those designated appraisers of the association in good standing, and their use by anyone else is prohibited.

22. Members agree to conform to this Code of Professional Ethics, the Uniform Standard of Professional Appraisal Practice and the Client's Bill of Rights of NAJA. These items may be amended from time to time.

The terms "appraiser" or "member" as used herein, shall include all candidates and members of NAJA regardless of designation, unless stated otherwise.

NAJA's Member Directory Information

Complete and return to The National Association of Jewelry Appraisers, P.O. Box 18, Rego Park, NY 11374-0018 or fax 718.997.9057 or naja.appraisers@netzero.net. The following information will be listed in the Membership Directory and in *The Jewelry Appraiser* newsletter. Please type or print information:

Name _____

Company Name _____

Address _____

City State Zip _____ Business Telephone _____

Business Fax _____ Email _____ Website _____

I, _____, (please sign) give permission for NAJA to contact me via my business fax. *(Pending FCC regulations may state that faxes cannot be sent without the recipient's permission.)*

I, _____, (please sign) give permission for NAJA to contact me via email. *(Pending FTC's Can-Spam Act may state that emails cannot be sent without the recipient's permission.)*

I, _____, (please sign) give permission for my name, city, state & phone number to be listed on NAJA's website "Find an Appraiser."

Other Professional Organization Designations:

- | | | |
|----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> AAA | <input type="checkbox"/> FGAA | <input type="checkbox"/> RJ _____ |
| <input type="checkbox"/> AGA | <input type="checkbox"/> FGG <input type="checkbox"/> | Other _____ |
| <input type="checkbox"/> AGTA | <input type="checkbox"/> GG | |
| <input type="checkbox"/> AJA | <input type="checkbox"/> GJ | |
| <input type="checkbox"/> AJP | <input type="checkbox"/> GJG | |
| <input type="checkbox"/> ASA | <input type="checkbox"/> ICGA | |
| <input type="checkbox"/> ASA-MGA | <input type="checkbox"/> ISA | |
| <input type="checkbox"/> ASG | <input type="checkbox"/> ISA-CAPP | |
| <input type="checkbox"/> CES | <input type="checkbox"/> JBM | |
| <input type="checkbox"/> CG | <input type="checkbox"/> JA | |
| <input type="checkbox"/> CGA | <input type="checkbox"/> MGA | |
| <input type="checkbox"/> CM | <input type="checkbox"/> MVP | |
| <input type="checkbox"/> CSM | <input type="checkbox"/> RG | |
| <input type="checkbox"/> CMA | <input type="checkbox"/> RGA | |
| <input type="checkbox"/> DGA | <input type="checkbox"/> RMV | |
| <input type="checkbox"/> FCGmA | <input type="checkbox"/> RMVP | |
| <input type="checkbox"/> FGA | <input type="checkbox"/> PG | |

Membership Profile: (Check One)

- Independent Appraiser _____
Appraiser in a Retail Store _____

Areas of Specialty (check no more than 8 categories):

- | | | |
|---|--|---|
| <input type="checkbox"/> Antique & Period Jewelry | <input type="checkbox"/> Gem Identification | <input type="checkbox"/> Minerals |
| <input type="checkbox"/> Carvings & Sculpture | <input type="checkbox"/> General Appraisals | <input type="checkbox"/> Modern Watches |
| <input type="checkbox"/> Colored Stones | <input type="checkbox"/> Gold Jewelry | <input type="checkbox"/> Numismatics |
| <input type="checkbox"/> Costume Jewelry | <input type="checkbox"/> Goldsmithing | <input type="checkbox"/> Opals |
| <input type="checkbox"/> Diamonds | <input type="checkbox"/> Jade | <input type="checkbox"/> Pearls |
| <input type="checkbox"/> Estate Appraisals | <input type="checkbox"/> Jewelry Design | <input type="checkbox"/> Silver Jewelry |
| <input type="checkbox"/> Estate Jewelry | <input type="checkbox"/> Lapidary | <input type="checkbox"/> Silver Flatware/Hollowware |
| <input type="checkbox"/> Ethnic Jewelry | <input type="checkbox"/> Lecturing/Teaching | <input type="checkbox"/> Vintage Watches |
| <input type="checkbox"/> Expert Witness | <input type="checkbox"/> Licensed Auctioneer | <input type="checkbox"/> Writer/Researcher |
| <input type="checkbox"/> FMV Appraisals | | |

Signature _____

Date _____