

Please note that the following are required for an application to be considered complete in the State of Idaho.

If you answer a background question yes, please read carefully and send in the required statement and documents pertaining to your yes answer.

Resident

- Online Application or Paper Application
- Copy of Pass Slip(s) from Exam(s) or Attestation page from Limited Lines Pre-Licensing Manual
- CHRI Request and Release form
- Fingerprint Receipt (*Handwritten fingerprint receipt that has the TCN TRACKING number on it*)
- **Fee: \$80.** (*payable by check or money order made out to the Idaho Dept. of Insurance*)

If you are not a citizen of the U.S, but you are residing in Idaho and applying to become a resident producer, your application must be accompanied by a copy of your current work permit visa/Green Card. A student visa is not valid for purposes of this license.

Items not requiring a fee to be remitted to the DOI can be emailed (agent@doi.idaho.gov).

If applying by paper, checks should be made payable to the Idaho Department of Insurance and application and attachments should be mailed to:

**Idaho Department of Insurance
700 W State Street, 3rd Floor
PO Box 83720
Boise ID 83720-0043**

Non-Resident.

- Online Application or Paper Application
- **Fee: \$80.** (*payable by check or money order made out to the Idaho Dept. of Insurance*)

Items not requiring a fee to be remitted to the DOI can be emailed (agent@doi.idaho.gov).

If applying by paper, checks *or money orders* should be made payable to the Idaho Department of Insurance and application and attachments should be mailed to:

**Idaho Department of Insurance
700 W State Street, 3rd Floor
PO Box 83720
Boise ID 83720-0043**

Please note the application may be revised on a biennial basis. To ensure you are filing the current version of the application, please reference the National Insurance Producer Registry web site at www.nipr.com.



Uniform Application for Business Entity Adjuster License/Registration (Please Print or Type)

Check appropriate box for license requested.

- Resident License
- Resident – Designated Home State: _____ License #: _____
- Non-Resident – Designated Home State: _____ License #: _____

Demographic Information

① Business Entity Name		② Incorporation/Formation Date (month) ___ (day) ___ (year) ____		③ FEIN	
④ If assigned, National Producer Number (NPN)		⑤ State of Domicile		⑥ Country of Domicile	
⑦ List any other assumed, fictitious, alias or trade names under which you are doing business or intend to do business.					
⑧ Business Address		⑨ City	⑩ State	⑪ Zip Code	⑫ Foreign Country
⑬ Phone Number (include extension)	⑭ Fax Number	⑮ Business Web Site Address		⑯ Business E-Mail Address	
⑰ Mailing Address		⑱ P.O. Box	⑲ City	⑳ State	㉑ Zip Code
⑳ Foreign Country					

Designated/Responsible Licensed Adjuster

㉓ Identify at least one Designated/Responsible Licensed Adjuster responsible for the business entity's compliance with the insurance laws, rules and regulations of this state. (See Matrix of State Requirements at www.nipr.com for jurisdictions that require the designated/responsible licensed adjuster to be an officer, director or partner of the business entity.)

Name _____	SSN _____	NPN _____
Name _____	SSN _____	NPN _____
Name _____	SSN _____	NPN _____
Name _____	SSN _____	NPN _____

Owners, Partners, Officers and Directors

㉔ Identify all owners with 10% interest or voting interest, partners, officers and directors of the business entity, or members or managers of a limited liability company:

Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____
Name _____	Title _____	SSN/FEIN _____	Owner: Yes / No	% of ownership interest _____	D.O.B. _____

(State Use)

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Uniform Application for Business Entity Adjuster License/Registration

Applicant Name: _____

Jurisdiction and Type of License Requested

Jurisdiction	License Type				Lines of Authority					
	Adjuster	Staff Adjuster	Independent Adjuster	Public Adjuster	Property & Casualty	Property	Casualty	Workers Comp	Crop	Other
AK										
*AL										
AR										
AZ										
CA										
*CO										
CT										
*DC										
DE										
FL										
*GA										
*GU										
HI										
*IA										
ID										
*IL										
IN										
KS										
KY										
LA										
MA										
MD										
ME										
*MI										
MN										
MO										
MS										
MT										
*NC										
ND										
NE										
NH										
NJ										
NM										
NV										
*NY										
*OH										
OK										
OR										
*PA										
*PR										
RI										
*SC										
*SD										
*TN										
TX										
UT										
*VI										
VA										
*VT										
*WA										
WI										
*WV										
WY										

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Uniform Application for Business Entity Adjuster License/Registration

Applicant Name: _____

Background Questions

25 Please read the following very carefully and answer every question. All written statements submitted by the Applicant must include an original signature.

1. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of a misdemeanor, or is the business entity or any owner, partner, officer or director, member or manager currently charged with, committing a misdemeanor, had a judgment withheld or deferred, or are you currently charged with committing a misdemeanor? Yes ___ No ___

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court.)

- 1b. Has the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company ever been convicted of a felony, had judgment withheld or deferred, or is the business entity or any owner, partner, officer or director of the business entity currently charged with committing a felony?

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court.)

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033? N/A ___ Yes ___ No ___

If so, was consent granted? (Attach copy of 1033 consent approved by home state.) N/A ___ Yes ___ No ___

- 1c. Has the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company ever been convicted of a military offense, had a judgment withheld or deferred, or are is the business entity or any owner, partner, officer or director of the business entity currently charged with committing a military offense?

NOTE: For Questions 1a, 1b, and 1c **“Convicted”** includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes, you must attach to this application:

- a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- a copy of the charging document,
- a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

2. Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, ever been named or involved as a party in an administrative proceeding including FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration? Yes ___ No ___

“Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanctioned or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license or registration. “Involved” also means having a license or registration application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a written statement identifying the type of license, all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- a copy of the Notice of Hearing or other document that states the charges and allegations, and
- a copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against the business entity or any owner, partner, officer or director, or member or manager if a limited liability company, for overdue monies by an insurer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others. Yes ___ No ___

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment.

4. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes ___ No ___

If you answer yes, identify the jurisdiction(s): _____

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Uniform Application for Business Entity Adjuster License/Registration

Applicant Name: _____

5. Is the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company a party to, or ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?

Yes ___ No ___

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a copy of the Petition, Complaint or other document that commenced the lawsuit arbitration, or mediation proceedings and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

6. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?

Yes ___ No ___

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) copies of all relevant documents.

7. In response to a "yes" answer to one or more of the Background Questions for this application, are you submitting document(s) to the NAIC/NIPR Attachments Warehouse?

N/A ___ Yes ___ No ___

If you answer yes

Will you be associating (linking) previously filed documents from the NAIC/NIPR Attachments Warehouse to this application?

Yes ___ No ___

Note: If you have previously submitted documents to the Attachments Warehouse that are intended to be filed with this application, you **must** go to the Attachments Warehouse and associate (link) the supporting document(s) to this application based upon the particular background question number you have answered yes to on this application. You will receive information in a follow-up page at the end of the application process, providing a link to the Attachment Warehouse instructions.

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Uniform Application for Business Entity Insurance License/Registration

Applicant's Certification and Attestation

26 On behalf of the business entity or limited liability company, the undersigned owner, partner, officer or director of the business entity, or member or manager of a limited liability company, hereby certifies, under penalty of perjury, that:

1. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license or registration revocation and may subject me and the business entity or limited liability company to civil or criminal penalties.
2. Unless provided otherwise by law or regulation of the jurisdiction, the business entity or limited liability company hereby designates the Commissioner, Director or Superintendent of Insurance, or an appropriate representative in each jurisdiction for which this application is made to be its agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner or Director of that jurisdiction is of the same legal force and validity as personal service upon the business entity.
3. The business entity or limited liability company grants permission to the Commissioner or Director of Insurance in each jurisdiction for which this application is made to verify any information supplied with any federal, state or local government agency, current or former employer or insurance company.
4. Every owner, partner, officer or director of the business entity, or member or manager of a limited liability company, either a) does not have a current child-support obligation, or b) has a child-support obligation and is currently in compliance with that obligation.
5. I authorize the jurisdictions to which this application is made to give any information they may have concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure/registration.
7. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.
8. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).
9. I certify that the Designated Responsible Licensed Producer(s) named on this application understands that he/she is responsible for the business entity's compliance with the insurance laws, rules and regulations of the state.

Must be signed by an officer, director, or partner of the business entity, or member or manager if a limited liability company:

Month/Day/Year

Applicant Signature

Typed or Printed Name

Title

Address

City State Zip

Attachments

29 The following attachments must accompany the application otherwise the application may be returned unprocessed or considered deficient.

1. For Non-Resident License Applications and unless otherwise noted in the State Matrix of Business Rules, a state will rely on an electronic verification of an Applicant's resident license through the NAIC's State Producer Database in lieu of requiring an original Letter of Certification from the resident state.
2. Any jurisdiction specific attachments listed in the State Matrix of Business Rules (www.nipr.com).