



IMPORTANT INFORMATION FOR INDEPENDENT ADJUSTERS

DEPARTMENT OF INSURANCE CONTACT INFORMATION

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SIGN UP ON OUR WEBSITE TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!

Keep this document in electronic format to preserve the links
Check the website occasionally for updated versions of this form.

GENERAL CODE REFERENCES

- Idaho Code [Title 41, Chapter 11](#) provides requirements for the regulation of independent adjusters in addition to the applicable general requirements of producers under [Chapter 10](#), per 41-1108.

DEFINITION OF ADJUSTER

- Adjusters, on behalf of the insurer, investigate and negotiate settlement of claims arising under insurance contracts.

THE LICENSE

- This license is the property of the State of Idaho and issued to the producer, who is responsible for its safekeeping.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, it is your responsibility to provide a [Dissolution of License Affidavit](#).

ADDRESS CHANGES

- Per [§41-1008 \(6\)](#), all producers must inform the Department of Insurance *within 30 days* of any change of address. Please go to www.nipr.com to report a change of address.
- NOTE: you can also perform a **State-to-State** change of address as long as you are licensed in the new domicile state and that is verifiable on PDB.
- CCR allows changing an email or phone as well as address information.
- This service will report the change to all the states in which you are licensed, if you choose to do so.
- Idaho does not charge a fee for address changes.

LICENSE RENEWALS

- Licenses are issued for 2 years and expire at the end of the producers' birth month. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" reminder approximately six (6) weeks prior to your expiration date. ***You do not need to receive this notice in order to renew your license.*** Please go to www.nipr.com or

www.sircon.com to renew online or to www.doi.idaho.gov to renew by paper anytime within the 6-week period prior to expiration.

- Residents must complete all CE before renewing.
- ***Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.*** Residents renewing past the expiration date of the license will need to **reinstate** by paper.

CONTINUING EDUCATION REQUIREMENTS (NEW IN 2015)

- **Resident** adjusters and DHS – Idaho adjusters please see attached CE information flyer.
- **Click here to check your CE status.** Select the Continuing Education Transcript Inquiry option and follow prompts.
- **Exemptions for CE:**
 - Business entity adjusters
 - Non-resident adjusters

DBA'S (ASSUMED BUSINESS NAMES):

- When using a name other than your legal name, the Idaho Department of Insurance requires the “Doing Business As” or “Assumed Business Name” be filed with the **Idaho Secretary of State**, per **§30-21-801 through §30-21-810**.
- Per **§41-1014**, the SOS filed name must also be filed with the Idaho Department of Insurance using our **approved form**.
- If this name is incorporated (INC, LLC, LLP), it must be licensed as an insurance producer.
- More information regarding business entity licensing can be found on our website.
- ***Only names filed or licensed with the Department of Insurance may be used to conduct insurance transactions.***

REPORTING OF ACTIONS

- Producers have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per **§41-1021**,
- We encourage use of the **NIPR Reporting of Actions Warehouse** at www.nipr.com as a convenient means to post your documents and explanations.
- You will be able to report to us and any other state in which you are licensed in a single transaction.

LICENSE COPIES

- **Click here to print a free license copy.** Once there, simply fill in the requested information and submit. License will be emailed to you.
- If you are unsure of your Idaho License number, you can **look it up here**.