

Apply for a Resident Public Adjuster License	
All Public Adjusters must obtain and maintain a surety bond on the Department's form in the amount of \$20,000.	
Step 1	Obtain a surety bond in the amount of \$20,000. Complete and submit the bond form: https://doi.idaho.gov/bond-public-adjuster/
Step 2	Study for the Licensing Exam. Study Guide: https://doi.idaho.gov/public-adjuster-co/
Step 3	Go to the Pearson/ Idaho Department of Insurance webpage to register for the exam: https://www.pearsonvue.com/us/en/id/insurance.html
Step 4	Click " Log in. " If you do not have a Pearson account, you will need to select " Create an account " and set one up.
Step 5	Enter your log in information then, click " Sign In. "
Step 6	In the " Schedule an exam " box, click " View exams. "
Step 7	Click on " Idaho Public Adjuster. " Idaho offers exams in English or Spanish.
Step 8	Select if you want to take the exam(s) in person or online.
Step 9	Review the information, then click " Next. "
Step 10	Click " Next. "
Step 11	Review the information, then click " Agree. "
Step 12	Select your testing center, then click " Next. " If you selected online testing, you will not see this screen.
Step 13	Click on the date and time you want to take your exam, then click " Book this appointment. "
Step 14	Review the information, then click " Add Another Exam " to schedule your fingerprints for your background check.
Step 15	The Department strongly encourages the use of the electronic fingerprint process. Electronic: Click " InsID-FPELCID Electronic Fingerprint " to have your fingerprints taken at a Pearson location in Boise, Pocatello, or Spokane. Hard Card: If you can't travel to one of the cities above, click " InsID-FPHC ID Fingerprint Hard Card " to submit hard card fingerprints.
Step 16	Click " Next. "
Step 17	Review the information, then click " Agree. "
Step 18	Electronic: Select a test center, then click " Next. " Hard Card Only: Select the Driftwood, TX address (it's the only option).
Step 19	Electronic: Click on the day and time you want to have your fingerprints taken, then click " Book this appointment. " Hard Card Only: Pick the day you are MAILING your fingerprints to Texas.
Step 20	Review your information. If correct, click " Proceed to Checkout " and pay.
Step 21	On the same webpage as in step 2, register to have your fingerprints examined. You can have your fingerprints taken electronically at a Pearson location in Boise, Pocatello, or Spokane or rolled on a hard card at any law enforcement office. Either way, you <u>must</u> pay Pearson to process the prints and transmit them to the FBI.
Step 22	Go to NIPR: https://nipr.com . Apply immediately after submitting your fingerprints. Do NOT wait for the report. Your fingerprints cannot be processed until an application has been submitted.
Step 23	Click the orange " Start now " button.
Step 24	Click " Individual " and enter your identifying information.
Step 25	On the left side of the screen, click on " Start Application. "
Step 26	Select " Adjuster Licensing, " then click " Next. "
Step 27	Select " Initial, " then click " Next. "
Step 28	Select " Resident, " then click " Next. "
Step 29	Select " Idaho, " then click " Next. "
Step 30	Select " Public Adjuster, " then click " Next. "
Step 31	Review the information, then click " Next. "
Step 32	Enter the requested information. Click " Next " when finished with each section.
Step 33	Review the information you entered and click " Next. " If anything needs corrected, use the " Back " button at the bottom of the screen beside the " Next " button.
Step 34	Enter the requested information, then click " Next. "
Step 35	Read the attestation carefully. If you agree to the attestation, click " I accept, " then click " Next. "
Step 36	Enter where you want the receipt sent, then click " Next. "
Step 37	Review the information, if correct, click " Submit. " ALL FEES ARE NON-REFUNDABLE
Step 38	Complete the payment screens. There may be multiple steps to this depending on your payment type.
Step 39	Email the following documents to agent@doi.idaho.gov with the subject line " <i>Application documents for [YOUR NAME]</i> ". - A copy of the fingerprint receipt from Pearson. -The completed CHRI-Request and Release. https://doi.idaho.gov/chri-fbi-request-release/ -Pass confirmation for the exam.
Step 40	Mail the <u>original, physical</u> bond to: Idaho Department of Insurance 700 W State Street, 3rd Floor Boise ID 83720-0043
This process may change without notice. ALL FEES ARE NON-REFUNDABLE	