

# Non-Resident Independent Adjuster

This page contains important reference material for your new license.

## INDEPENDENT ADJUSTER

An Independent Adjuster is a person who, on behalf of the insurer, investigates and negotiates settlement of claims arising under insurance contracts. Idaho requires all entities who wish to operate as an Independent Adjuster in Idaho be licensed.

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- Licenses are issued for 2 years.
- Licenses expire on the last day of your birth month.
- You can renew up to 90 days prior to expiration.
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license is lapsed.

## LATE RENEWALS

If your license is inactive for either Failure to Renew or Suspended for Education you can still renew your license late for up to one year past expiration.

Late renewals are double the cost of a timely renewal plus any applicable late CE fees.

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#). Idaho no longer sends a paper license.

## UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Name Change, Individual](#)
- [Update Address Form, State to State](#)

## REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](http://www.nipr.com) as a convenient means of making your documents and explanations available.

## VOLUNTARY SURRENDER

In the event that you wish to discontinue your Idaho License you may choose to submit a [voluntary surrender form](#). This form is required to be notarized.

Please note that Idaho has no penalty for letting a license lapse due to non renewal.

## RESOURCES

The following recourses are available to Independent Adjusters.

### Links

- [Independent Adjuster Info](#) (Idaho DOI)

### Printable Forms

- [Voluntary Surrender Form, Individuals](#)

## DEPARTMENT OF INSURANCE

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