

# Non-Resident Public Adjuster

This page contains important reference material for your new license.

## PUBLIC ADJUSTER

Public Adjuster licenses are issued to individuals and agencies, residents, and non-residents. Aside from attorneys and the broker of record, Public Adjusters are the only type of claims Adjuster that can legally represent the rights of an insured during an insurance claim process in Idaho.

## PUBLIC ADJUSTER BOND

Per Idaho Code §41-5812, public adjusters must file and maintain a surety performance bond or Financial Institution Irrevocable Letter of Credit in the amount of \$20,000 in favor of trust to the Director.

If your bond is cancelled, you will receive notice from the Department. If the bond/letter of credit is not replaced before cancellation date of the bond/letter of credit, the license will be terminated.

## 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.

## LICENSE RENEWAL

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

- To renew online please [click here](#).
- Licenses are issued for 2 years and expire on the last day of your birth month.
- You can renew up to 90 days before your license expires.
- 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.

## 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.

## 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](#)

## DEPARTMENT OF INSURANCE

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