DEPARTMENT OF INSURANCE CONTACT INFORMATION

Email: agent@doi.idaho.gov
Web Site: www.doi.idaho.gov
Idaho Department of Insurance
700 W State St Fl 3
PO Box 83720
Phone: 208/334-4339
Boise, ID 83720-0043
Fax: 208/334-4398

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.

PUBLIC ADJUSTER

- Idaho Code §41-5801 through §41-5821 provides requirements for the regulation of public adjusters, in addition to the general requirements of producers under Chapter 10.
- Public adjusters investigate or adjust losses or advise insureds about first party claims for losses or damages covered under real or personal property insurance policies.

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.

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

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.
- **NOTE:** Appointments/registrations are terminated once a license is lapsed and will need to be resubmitted when the license is reactivated.

CONTINUING EDUCATION REQUIREMENTS

- **Resident** producers 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 entities
  - Non-resident producers

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 here.
- **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.**