

AGENT SERVICES

TO: Adjusting Companies
FROM: Etta Maynard
DATE: November 12, 2010
RE: Changes to NC Adjuster Licensing Process
For Non-resident Adjusters not Domiciled in Home State

Agent Services Division announces changes to the adjuster license process for non-resident adjusters not domiciled in their home state. The changes are effective January 1, 2011.

Company/Independent Adjuster

- Individuals applying for a company/independent adjuster license will pay a total amount of \$125.00 for the \$50.00 registration fee and the \$75.00 license fee. A paper application is required.
- The annual license fee of \$75.00 is due on or before April 1 each year. Agent Services will send a payment notice via *e-mail to the individual adjuster requiring the adjuster to make the annual payment via State Based System (SBS) electronic renewal application. Companies may pay the annual fee for their employed adjusters.

Hail Adjuster

- Individuals applying for a hail adjuster license will pay a total amount of \$70.00 for the \$50.00 registration fee and the \$20.00 license fee. A paper application is required.
- The annual license fee of \$20.00 is due on or before April 1 each year. Agent Services will send a payment notice via *e-mail to the individual adjuster requiring the adjuster to make the annual payment via State Based System (SBS) electronic renewal application. Companies may pay the annual fee for their employed adjusters.

Applicable to both Company/Independent and Hail Adjusters

- Licenses will lapse for adjusters who fail to pay the annual license fee.
- In the past, Agent Services collected the annual license fee through a quarterly and annual company billing to an adjusting company. We will no longer bill companies in this manner for adjuster licenses processed after January 1, 2011.
- There will be one final quarterly billing sent in January 2011 for adjuster license fees and terminations processed from October 1, 2010 through December 31, 2010.
- As of January 1, 2011, the current ASD procedures for Appointment and Termination Form will be eliminated.

If you have any questions, please contact the Agent Services Division at (919) 807-6800.

*E-mail address is required from all licensees; please be sure your adjusters have provided an e-mail. They can verify if one is on their record by accessing the address record at the Address Change Request (ACR) function at NIPR.