



STATE OF RHODE ISLAND
Department of Business Regulation
INSURANCE DIVISION

1511 Pontiac Avenue, Bldg. 69-2
Cranston RI 02920
Telephone No. (401) 462-9520
www.dbr.ri.gov

FAX No. (401) 462-9602

Insurance Adjuster License Instructions

REQUIREMENT CHECKLIST FOR ALL RHODE ISLAND RESIDENTS:

RI Residents **cannot use reciprocity when applying for a license.*

- Complete the online application on www.nipr.com
- A copy of the R.I. Background report from the Attorney General's office.
- A copy of the original passed R.I. exam results.
- \$250.00 license fee.

REQUIREMENT CHECKLIST FOR ALL NON-RESIDENT APPLICANTS HOLDING AN ACTIVE ADJUSTER LICENSE IN THEIR "DHS" (DESIGNATED HOME STATE):

- Complete the online application on www.nipr.com
- Hold an active license in your DHS.
- \$250.00 license fee.

REQUIREMENT CHECKLIST FOR ALL NON-RESIDENT APPLICANTS THAT DO NOT HOLD AN ACTIVE ADJUSTER LICENSE AND WANT TO DESIGNATE RI AS THEIR HOME STATE:

- Complete the online application on www.nipr.com
- A copy of the criminal background report. **** (All states except for MA & NY. See below)****
- A copy of the original passed R.I. exam results.
- \$250.00 license fee.

**** Massachusetts and New York residents must follow the checklist box below in order to obtain a criminal background report. ****

**** MASSACHUSETTS RESIDENTS:**

- CORI Request form.

**** NEW YORK RESIDENTS:**

- Complete the New York Fingerprint card process.

Questions with application process can be emailed to dbr.inslic@dbr.ri.gov

•**EXAM INFORMATION:** To schedule the exam you must call PearsonVue at 1-800-274-3739, or visit the website at www.pearsonvue.com/ri/insurance/ PearsonVue Offers Three (3) Adjuster Exams: *Property/Casualty Adjuster, Workers Compensation Adjuster, and Public Adjuster*. Exam Results are only valid for one year. **The RI Insurance Division cannot advise which exam to schedule and does not provide any study materials for the exams. Exam Content Outlines are available at www.pearsonvue.com/ri/insurance/**

•**FEES:** \$250.00 License Fee.

•**ADJUSTER LICENSE CLASS:** You must choose one license class. Company, Independent, or Public Adjuster.

•**PROOF OF AN ACTIVE ADJUSTER LICENSE:** When applying online the RI Insurance Division will check the PDB (Producer Database) for the active DHS license. The applicant will only have to provide proof after they apply online if requested by the division.

• **CRIMINAL BACKGROUND REPORTS:**

- **RI Residents:** Criminal background report from the RI Attorney General's office. For questions relating to obtaining this report please call the Attorney General's office at 401-274-4400.
- **MASS Residents (Designating RI as their Home State Only)** Complete and attach the CORI request form which is located on the department's website.
<http://www.dbr.ri.gov/divisions/insurance/producersadjusters.php>
- **NY Residents (Designating RI as their Home State Only):** Follow the NY Fingerprinting Instructions to complete your background. This form is located under "Other Licensing Forms".
- **All Other Non-Residents (Designating RI as their Home State Only):** Obtain a statewide criminal background report from the applicant's resident state. **OR** statewide criminal background report from an online vendor.

• **VETERAN INFORMATION:** The license fee is waived for any honorably discharged soldier, sailor or marine who has at any time served the United States in time of war. **A copy of the DD-214 form is required for all veterans.**

When you are ready to apply please visit
www.nipr.com

*If you require a paper application please contact the department or request one via email dbr.inslic@dbr.ri.gov