



State of Rhode Islands  
DEPARTMENT OF BUSINESS REGULATION  
1511 Pontiac Avenue, Bldg. 69-2  
Cranston, Rhode Island 02920  
Tel: 401-462-9520 Prompt #2 Fax: 401-462-9602  
TDD: 711 [www.dbr.ri.gov](http://www.dbr.ri.gov)

## Insurance Division

### Motor Vehicle Damage Appraiser Application Instructions and Information

- This license type is not reciprocal with any other state or jurisdiction. All applicants must pass the Rhode Island Motor Vehicle Damage Appraiser exam and all applicants must provide a certified background check from their resident state.
- Applicants must contact PearsonVue at 800-274-3739 or visit the website at <https://home.pearsonvue.com/ri/insurance> for exam locations, hours, and to schedule an appointment to take the exam.
- Visit [www.NIPR.com](http://www.NIPR.com) to complete an electronic application. The \$150 license fee will be collected by NIPR at the time of application.
- **Rhode Island Residents:** A copy of your B.C.I. report from the Rhode Island Attorney General's office is required (background reports are valid for a period of thirty days). Click [here](#) for additional information on obtaining a B.C.I.. Please send your B.C.I. to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov).
- **Massachusetts Residents:** Please click [here](#) for the CORI request form and send the completed form to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov).
- **New York Residents:** Please click [here](#) for New York fingerprinting instructions.
- **Residents of all other states:** Provide a certified background check from your resident state and email it to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov).
- **Employment affidavit requirement:** All applicants who are not an employee of an insurance company must submit the required employment affidavit. Select the applicable form below, complete it, and send it to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov).
  - If you work at an automobile body repair shop, click [here](#).
  - If you do not plan to use the appraiser license immediately and you do not work at an automobile body repair shop, click [here](#).
  - If you do not have an automobile body repair shop license and you do not work at an automobile body repair shop, click [here](#).
  - If you do not plan to use your appraiser license immediately and you **do** work at an automobile body repair shop, click [here](#).
- After your license is approved, if you would like to print your license, please click [here](#).

### LICENSE AMENDMENTS

- Changes to contact information can be submitted electronically at [www.NIPR.com](http://www.NIPR.com).
- Name changes cannot be submitted electronically at NIPR. If you need to update your name, please click [here](#) for the form and instructions.