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 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.

- Massachusetts Residents: Please click here for the CORI request form and send the completed form to 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.

- 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.
  - 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.

- Name changes cannot be submitted electronically at NIPR. If you need to update your name, please click here for the form and instructions.