



COMMONWEALTH OF PENNSYLVANIA  
INSURANCE DEPARTMENT  
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## **INITIAL NON-RESIDENT PUBLIC ADJUSTER LICENSING PROCESS**

Please follow the attached instructions before applying for a new non-resident public adjuster insurance license:

- If you hold an active public adjuster license in your resident state, you may apply for a non-resident public adjuster license in PA under the reciprocity provisions stipulated in the public adjuster law (Act 21 of 2012). You should apply electronically through Sircon at [www.sircon.com/pennsylvania](http://www.sircon.com/pennsylvania) to expedite the licensing process. The option to apply using a paper application is available only if you are unable to apply online. Be advised that the paper licensing process will take considerably longer than the electronic method. If you must apply via paper, an application can be obtained from our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov). You must include a cover letter explaining why you are unable to apply online; otherwise, the application will be returned along with a letter telling you to apply online.

### **ADDITIONAL REQUIREMENTS**

**(Note: The items mentioned below may be obtained post-licensure but must be in place PRIOR to transacting business in PA)**

- Per Act 21 of 2012, a surety bond in the amount of no less than \$20,000 must be obtained prior to transacting business as a public adjuster in PA.
- Per Act 21 of 2012, all public adjusters must use a contract approved by the PA Insurance Department prior to transacting business as a public adjuster in PA. We have a sample contract available on our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov). If the contract is used verbatim, there is no need to send a copy to the Department for approval. However, if you wish to use a contract that deviates in any manner from the sample provided by the Department, the contract must be submitted to us for approval prior to use.

### **OVERVIEW OF FEES**

- Non-resident public adjuster application fee = \$200
- Sircon application service and processing fees = approximately \$20.00

**Applicants may view the status of their license application on our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov). Once your license has been issued, you may print your license from our web site. Please be advised that the Department no longer mails licenses.**