



**PUBLIC ADJUSTER APPLICATION
NON-RESIDENT INDIVIDUAL**

APPLICATION FEE - \$200.00
MAKE CHECKS PAYABLE TO COMMONWEALTH OF PA

(Please Print or Type)

Social Security Number		Date of Birth (month) ___ (day) ___ (year) ___			
Last Name		First Name		Middle Name	JR./SR. etc
Residence/Home Address (Physical Street)		P.O. Box	City		State Zip or Foreign Country
Home Phone Number () -	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Are you a Citizen of the United States? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, of which country are you a citizen?) (If No, you must supply work authorization.)			
ALL RESIDENT APPLICANTS ARE REQUIRED TO BE FINGERPRINTED AT A PROMETRIC TESTING CENTER IN PENNSYLVANIA.					
Business Address (Physical Street)		P.O. Box	City		State Zip or Foreign Country
Business Phone Number () -	Business Fax Number () -	Business E-Mail Address			Business Web Site Address

List any other assumed, fictitious, alias or trade names under which you are doing business or intend to do business.

Type of license requested

Check appropriate box for license requested.

Non-Resident Public Adjuster License

Identify Home State: _____

Employment History

Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.

Name	City	State	From		To		Position Held
			Month	Year	Month	Year	

Background Information

The Applicant must read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.

1. Have you ever been convicted of or pled nolo contendere (no contest) to any misdemeanor or felony or currently have pending misdemeanor or felony charges filed against you? (If yes, provide certified court records as to the type of charge (i.e. felony), basis of charge and outcome or sentence.) Yes No

2. Have you ever been subject to an administrative action, penalized or fined, had an insurance license or other financial services license or its equivalent refused, suspended or revoked by a Government entity or is any such action now pending? (If yes, provide a full explanation on a separate sheet of paper.) Yes No

3. Have you ever failed to pay state income tax or comply with any administrative or court order directing the payment of state income tax? Yes No
If you answer yes, identify the jurisdiction(s): _____

4. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes No
If you answer yes, you must attach to this application:
a) a written statement summarizing the details of each incident,
b) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and
c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

5. Have you or any business in which you are or were an owner, partner, officer or director ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes No
If you answer yes, you must attach to this application:
a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
b) certified copies of all relevant documents.

6. Have you ever failed to comply with an administrative or court order imposing a child support obligation? Yes No

Applicant's Certification and Attestation

The Applicant must read the following very carefully:

- I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
- I further certify that I grant permission to the Insurance Commissioner, or other appropriate party to verify information with any federal, state or local government agency, current or former employer, or insurance company. I authorize the release of any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the persons providing information from any and all liability of whatever nature by reason of furnishing such information.
- I further certify that, under penalty of perjury, either a) I have no child-support obligation, or b) I have a child-support obligation and I am currently in compliance with that obligation.
- I acknowledge that I understand and will comply with the insurance laws and regulations of Pennsylvania.
- If applying for a non-resident license, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from Pennsylvania.

Month Day Year

Original Applicant Signature

Full Legal Name (Printed or Typed)

**RETURN COMPLETED APPLICATION TO:
PA INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
1209 STRAWBERRY SQUARE
HARRISBURG PA 17120**



COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
1209 Strawberry Square
Harrisburg, PA 17120
Phone (717) 787-3840
Fax (717) 787-8553
www.insurance.pa.gov

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 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. 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. 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. 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.