



South Carolina Department of Insurance

IMPORTANT NOTICE

TO: All Licensed Public Adjusters and Insurers

SUBJECT: Mandatory Online Public Adjuster Renewal

DATE: August 23, 2010

PUBLIC ADJUSTER RENEWAL OCTOBER 1-31, 2010

Please be advised that it is time to renew your Public Adjuster's license. To complete the renewal process, all licensed Public Adjusters must complete an online renewal application and pay a licensing renewal fee. **Paper renewal applications will not be processed.**

PUBLIC ADJUSTER LICENSE FEES

The following fee schedule is applicable:

- The renewal license fee for all resident Public Adjusters is \$80.
- The renewal license fee for all nonresident Public Adjusters will depend on the **amount charged by the home state**, subject to an \$80.00 minimum. If the home state does not require licensure as a Public Adjuster, then an \$80 license fee would be due. **Non-Resident Public Adjusters are not required to submit a Letter of Certification.**

PENALTY PROVISION

South Carolina Code Section 38-47-40 provides that if the license fee is not received when due, the license must be canceled. However, if the Public Adjuster license is canceled, a new application would be required, and payment of a penalty fee double the regular fee must be paid before the license can be reinstated. Therefore, if you allow your license to cancel, the following penalty fee would be applicable:

- A resident Public Adjuster's **reinstatement fee** of \$80 would be due in addition to the \$80 renewal fee for a total of \$160.
- A nonresident Public Adjuster's **reinstatement fee** would be double the retaliatory fee if in excess of \$80. Example, if your home state charges a \$100 fee for a Public Adjuster's license, a \$100 penalty fee would be due in addition to the \$100 regular license fee for a total of \$200.

PUBLIC ADJUSTER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Public Adjuster Renewal: Two Options for renewal will be available:

Renewal notices will be mailed to Public Adjusters in August 2010 to the address on record with the South Carolina Department of Insurance. **Paper applications will not be accepted.** Renewal begins on October 1, 2010 and ends on October 31, 2010.

RENEWAL OPTION 1:

Go online to renew on the Department's website.

1. Go to the Department's home page (www.doi.sc.gov).
2. At the top of the home page, click on "SCDOI Online Services."
3. Under the General Public heading scroll down to "Renew Individual License."
4. Enter your social security number and birth date information.
5. Choose the License you are renewing.
6. Follow the instructions on the screen.
7. Select payment option.
8. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a processing fee and a \$1.00 portal fee will be added to the license renewal fee.

RENEWAL OPTION 2:

1. Go online to renew at: www.nipr.com.
2. **Follow NIPR's online instructions.**
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee in addition to the license fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:

1. Go to the Department's home page (www.doi.sc.gov)
2. On the left side of the screen, click on the "SC LICENSEE LOOK UP" button.
3. Click Search for individuals.
4. Key in your license number OR your last and first name.
5. When the next screen displays, click on the individual's name.
6. Scroll down to license type and click. Your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at agntmail@doi.sc.gov.