



## MEMORANDUM

To: All Non-resident Adjusters

From: Etta Maynard  
Deputy Commissioner, Agent Services Division

Date: December 1, 2007

**RE: IMPORTANT INFORMATION CONCERNING YOUR LICENSE**

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The continuing education compliance requirements applicable to non-resident adjusters for their North Carolina license continuation have changed. Effective January 1, 2008, non-resident adjusters who qualified for licensure in their residence state or by passing an adjuster examination in a state other than North Carolina shall be considered to have met the same continuing education requirements as resident adjusters by keeping their adjuster's license in good standing in that qualifying state. The Department will confirm the active license status of non-resident adjusters in the appropriate state through the national Producer Database (PDB), which is updated on a timely basis by participating state insurance departments. If the non-resident adjuster's license is **not** in good standing in the appropriate state, the non-resident adjuster's license will be cancelled in North Carolina and a cancellation letter will be mailed in the 2<sup>nd</sup> quarter of 2008.

Non-resident adjusters who qualified for licensure by passing the North Carolina adjuster examination shall meet the same continuing education requirements as North Carolina resident adjusters for license continuation, including the mandatory flood and ethics courses. The Department of Insurance sent Bulletin 07-B-07 to all resident adjusters to provide them with detailed information on how the legislative changes effective January 1, 2008, will impact their continuing education compliance requirements. Bulletin 07-B-07 **will also** apply to these non-resident adjusters. Bulletin 07-B-07 is posted on the Department's website at [www.ncdoi.com](http://www.ncdoi.com).

The Department is in the process of updating our licensing records and requires verification of the state in which you passed the adjuster examination in order to qualify for your non-resident adjuster's license in North Carolina. **The attached form needs to be completed by you and mailed, faxed, or e-mailed to the Agent Services Division for your licensing record and residence address to be properly updated.**

It is imperative that the Agent Services Division receives your completed form no later than February 1, 2008, in order to verify the requirements for continuation of **your** non-resident adjuster's license.

If you have any questions, please contact Agent Services Division at (919) 807-6800.

**Please complete the below form and return to Agent Services Division  
no later than February 1, 2008**

**Return Via Mail**

Agent Services Division  
1204 Mail Service Center  
Raleigh, NC 27699-1204

**Return Via Fax**

(919) 715-3794  
(919) 715-7352

**Return Via E-mail**

Scan and send to:  
asd@ncdoi.net

**NON-RESIDENT ADJUSTER INFORMATION**

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

NPN# \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

*City* *State* *ZIP Code*

Residence Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

*City* *State* *ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_

**QUALIFYING STATE INFORMATION**

Please indicate the **state in which you qualified by examination** for your non-resident adjuster's license: \_\_\_\_\_

Please provide the **effective date (mm/yr) of your adjuster's license** in this qualifying state: \_\_\_\_\_