

EXPEDITING COMPANY/INDEPENDENT FIRM ADJUSTER LICENSES

Agent Services Division processes thousands of adjuster applications quarterly. In an effort to expedite Company/Independent Firm Adjuster licenses, we offer these common mistakes.

Q. *What are the most common mistakes on adjuster applications?*

A. *Missing company information.*

Make sure every application contains 1) the Sponsoring Company **name** and 2) **number** on page 1 of the application and a company **signature** on page 3.

Q. *What is the company number?*

A. *The company number is assigned by ASD and identifies the specific Company or Independent Firm.*

The company number is seven digits long and begins with a 26. This number is readily identifiable on the quarterly billings mailed from Agent Services Division. Many companies also make this number available to their Licensing departments.

Q. *What is the company or independent firm name?*

A. *The company or independent firm name is the name on file with Agent Services Division identifying the specific Company or Independent Firm matched to its company number.*

Make sure the company name placed on the application matches the company number. With greater consolidation in the industry, sometimes companies partner with other companies. Be sure you are not mixing and matching on the application, with Company B's name matched to Company A's company number. Also, depending upon corporate structure, some companies have two or more company numbers. For example, Company X handles *regular* claims from one company number and *subrogation* claims from a second company number. Don't mix and match!

Q. *What is the company signature?*

A. *A company signature is a signature by a company official authorizing the application.*

This signature appears on page 3 of the application, above the applicant's signature. Agent Services Division cannot accept unsigned Company/Independent Firm Adjuster applications.

Q. *Which application do adjusters use?*

A. *Application NC-3 available on our website www.ncdoi.com.*

Print the NC-3 application and submit to Agent Services Division.

Q. *How can I expedite the mail once the license has been issued?*

A. *Companies can expedite mail by providing a mailing envelope.*

Agent Services Division can mail licenses in an envelope provided by the applicant or the company. An envelope for U.S. Mail does *not* have to be post-paid. Agent Services Division will also return licenses via Federal Express, UPS, DHL, and other overnight delivery services. In these cases, the envelope may not display the North Carolina Department of Insurance address in any form. Use your company address as both the "sender" and the "recipient." Company-sponsored licenses must be mailed to the company, not the licensee.