



South Carolina
Department of Insurance

Nikki R. Haley
Governor

IMPORTANT NOTICE

TO: All Licensed Public Adjusters
FROM: South Carolina Department of Insurance, Licensing Services
SUBJECT: Mandatory Online Public Adjuster License Renewal
DATE: August 16, 2016

PUBLIC ADJUSTER LICENSE RENEWAL OCTOBER 1-31, 2016

Please be advised that public adjuster license renewal will begin on October 1 and end on October 31. To complete the renewal process, all licensed Public Adjusters must complete an online renewal application and pay a licensing renewal fee.

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 2016 to the address on record with the South Carolina Department of Insurance. ***Paper applications will not be accepted.*** Renewal begins on October 1, 2016 and ends on October 31, 2016.

RENEWAL OPTION 1:

1. Go to the Department's home page (www.doi.sc.gov).
2. Select "\$ Online Services."
3. Under the General Public heading click on "Renew/Reinstate Individual License."
4. On the "Individual License Renewal Application Terms and Instructions" page, scroll to the bottom of the page and click on the "I Agree" button.
5. Enter your South Carolina license number, the last four (4) digits of your social security number, and your date of birth.
6. Choose the License you are renewing.
7. Follow the instructions on the screen.
8. Select payment option.
9. Please ensure that you have clicked on the "Authorize" button to finish processing your payment.
10. 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. NIPR will be available beginning October 1, 2016. Please do not try to renew before October 1, 2016.
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:

1. Go to the Department's home page (www.doi.sc.gov)
2. Select "\$ Online Services."
3. Under the General Public heading, select "Search SCDOI Database."
4. Click Search for individuals.
5. Key in your license number, NPN, **OR** your last and first name.
6. When the next screen displays, click on the individual's name.
7. 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.