

11. If a **Non-Resident's** resident state does not license adjusters or require an exam, the non-resident adjuster may designate another state as their home state *if* they are licensed in that state and such state has an examination requirement. A Non-resident adjuster who has passed an exam for the same class of business in their resident state or designated home state, *and* are licensed in their resident state or designated home state are exempt from taking an exam. Have you passed an exam in your designated home state? yes no

If yes, please designate a home state where you have passed an exam? _____

If yes, please attach a Certification letter from your designated home state to this application.

12. **Resident** adjuster applicants who are licensed in their former home state and have passed an exam in their former home state are exempt from exam requirements *if* they apply for a resident license **within 90 days of establishing legal residency in Oklahoma.** Does this statement apply to you? yes no

If yes, please attach a Clearance letter from your former home state to this application?

13. Has any state ever revoked your adjuster's license(s)? yes no
If yes, please provide appropriate documents and letter of explanation.

14. Have you ever been convicted of, pled guilty to or nolo contendere to any felony? yes no
If yes to any of the above, give details on a separate sheet and attach a copy of Final Judgment and Sentencing or Court Minutes showing plea of guilty.

15. Record of employment for past five years, starting with present occupation (attach separate sheet if necessary):

Nature of Work	Dates	Employer's Name and Address	Reason for Leaving

16. APPLICANTS CERTIFICATION AND ATTESTATION

The Applicant must read the following very carefully:

- 1) 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.
- 2) I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.

Application will be rejected without signature of applicant. Signature line is on the third (3rd) page.

- 3) I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- 4) I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
- 5) I understand Oklahoma Insurance Department fees are not refundable except in accordance with Oklahoma Administrative Code § 365:1-9-17.1.

Original Applicant Signature	Month	Day	Year
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Clearly Print or Type Full Legal Name

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CHECKLIST:

- 1. Enclosed a check or money order to cover fees due? (No cash accepted) yes no
- 2. Are all questions answered? yes no
- 3. If Trainee, has a licensed adjuster completed the affidavit and attached? (Required) yes no
- 4. If Trainee, has Form AT-1 been completed and attached? (Required) yes no
- 5. If a non-resident, is an **original**, current (dated within 6 mo.) letter of certification enclosed that shows proof of passed written examination? yes no
DO NOT send a copy of your license in lieu of a certification letter.
- 6. If a resident and you have recently moved from a state that requires adjusters to be licensed, have you attached an original clearance letter? yes no
- 7. If applying for a public adjuster’s license, have you attached a bond in the amount of \$10,000 payable to The People of Oklahoma? yes no

◆ **ONE CHECK FOR ALL FEES PER APPLICATION IS ACCEPTABLE AND ENCOURAGED** ◆

FEE SCHEDULE

All Fees Are By Law Deemed Earned and Shall Not Be Refundable

LICENSE FEES

- For any single class of business.....\$30.00
- For two or more classes of business..\$50.00
- Public Adjuster (property only).....\$30.00
- Reinstatement.....Double the license fee
- (Other states subject to reciprocity)
- Duplicate License\$ 5.00

Examination - (Computerized)

DO NOT SEND EXAM FEE TO THE INSURANCE DEPARTMENT

Study Manual.....\$25.00

ATTENTION: WE COOPERATE WITH THE OKLAHOMA COUNTY DISTRICT ATTORNEY IN THE PROSECUTION OF BOGUS CHECK WRITERS.

INFORMATION

Examinations: The Department will honor requested test dates when possible. A notice of the scheduled date, time and location to appear for the computerized exam will be mailed to you. Failure to take the exam on the assigned date will result in forfeiture of fees and will require reapplication with all new forms and fees.

Test Scores are available to the applicant immediately upon completion of the exam.

Reinstatement Applications must have all continuing education hours, including the current year, completed and recorded **prior to** your reinstatement. The expiration and continuing education due date will change to comply with your new license issue date.

Twelve (12) Continuing Education Hours are due **prior** to each annual renewal. Requests for extensions will be subject to an administrative hearing.

In accordance with Title III of the Americans with Disabilities Act, we invite all registrants to advise us of any disability and any requests for accommodation to that disability at the time you submit this application.

Application will be rejected without signature of applicant. Signature line is on the third (3rd) page.