



MISSOURI DEPARTMENT OF COMMERCE AND INSURANCE
APPLICATION/RENEWAL FOR PUBLIC ADJUSTER

Email Application To: dci.ins.deposit@insurance.mo.gov
Mail: Missouri Department of Commerce and Insurance

PO Box 4001
Jefferson City, MO 65102

Questions: licensing@insurance.mo.gov

If you or an immediate family member are a veteran in the state of Missouri and are interested in learning more about benefits and resources available to you, visit <https://mvc.dps.mo.gov/MoVeteransInformation/Survey/DCI>.



CHECK APPROPRIATE BOX

☐ New Application ☐ Renewal Application

PART I – INDIVIDUAL IDENTIFICATION

A. SOCIAL SECURITY NUMBER		B. DATE OF BIRTH (MM/DD/YYYY)		C. NATIONAL PROVIDER NUMBER (NPN), IF RENEWAL	
D. FULL LEGAL NAME OF APPLICANT - LAST NAME		FIRST NAME		MIDDLE NAME (IF NONE, ENTER N/A) JR./SR.	
E. RESIDENCE ADDRESS	STREET ADDRESS		CITY	STATE	ZIP CODE
BUSINESS ADDRESS	STREET ADDRESS		CITY	STATE	ZIP CODE
MAILING ADDRESS	PO BOX/STREET ADDRESS		CITY	STATE	ZIP CODE
F. HOME/CELL PHONE	INDIVIDUAL APPLICANT'S EMAIL ADDRESS			BUSINESS TELEPHONE	

G. ARE YOU A CITIZEN OF THE UNITED STATES?

☐ YES ☐ NO If NO, of which country are you a citizen? _____

H. HAS RESIDENCE ADDRESS CHANGED IN THE LAST 12 MONTHS?

☐ YES ☐ NO If YES, list former residence address:

(street) _____ (city) _____ (state) _____ (zip code) _____

PART II – BACKGROUND INFORMATION

A. DO YOU NOW HOLD, OR HAVE YOU IN THE LAST 5 YEARS HELD, AN INSURANCE PRODUCER OR BAIL BOND LICENSE IN ANOTHER STATE IN THE U.S. OR THE PROVINCES OF CANADA?	
☐ YES ☐ NO If YES, attach a certification letter from your home state.	
B. HAS ANY DISCIPLINARY ACTION, INCLUDING BUT NOT LIMITED TO, REFUSAL, SUSPENSION, REVOCATION, EVER BEEN TAKEN BY ANY REGULATORY AGENCY IN ANY STATE OR PROVINCE OF CANADA AGAINST YOU OR ANY BUSINESS WITH WHICH YOU HAVE BEEN DIRECTLY CONNECTED?	
☐ YES ☐ NO If YES, provide full explanation on a separate sheet of paper and a certified copy of the documents from the agency imposing discipline.	
C. HAVE YOU EVER BEEN CONVICTED OF OR PLED NOLO CONTENDERE (NO CONTEST) TO ANY MISDEMEANOR OR FELONY, OR CURRENTLY HAVE PENDING MISDEMEANOR OR FELONY CHARGES FILED AGAINST YOU? (MISDEMEANOR DOES NOT MEAN MINOR TRAFFIC VIOLATIONS.)	
☐ YES ☐ NO If YES, give date, name and address of court, basis of charge, outcome, and whether you received an executive pardon. Also, attach certified copies of the information or indictment and the final adjudication.	
D. HAS ANY PROFESSIONAL LICENSE (OTHER THAN INSURANCE) HELD OR APPLIED FOR BY YOU BEEN REVOKED, SUSPENDED, REFUSED, OR THE RENEWAL THEREOF DENIED BY A REGULATORY BODY OR OFFICIAL OF ANY STATE, DISTRICT, OR TERRITORY?	
☐ YES ☐ NO If YES, provide full explanation on a separate sheet of paper and a certified copy of the documents from the agency imposing discipline.	
E. DOES ANY INSURANCE COMPANY, BUSINESS ENTITY PRODUCER (AGENCY), OR PRODUCER (AGENT OR BROKER) CONTEND OR ALLEGE THAT IT HAS MONEY OR SUMS DUE FROM YOU OTHER THAN SUMS DUE FOR THE APPLICANT'S PERSONAL INDIVIDUAL INSURANCE NEEDS?	
☐ YES ☐ NO If YES, provide full explanation on a separate sheet of paper and any documents related to the matter.	
F. HAVE YOU EVER HAD A SURETY BOND REFUSED, REVOKED, OR CANCELLED?	
☐ YES ☐ NO If YES, provide full explanation on a separate sheet of paper and any documents related to the matter.	
G. HAVE YOU EVER BEEN A DIRECTOR, OFFICER, OR OWNER OF AN INSURANCE COMPANY OR AGENCY, WHICH WAS PLACED IN BANKRUPTCY, CONSERVATORSHIP, REHABILITATION, OR ANY OTHER FORM OF DELINQUENCY PROCEEDINGS?	
☐ YES ☐ NO If YES, provide full explanation on a separate sheet of paper.	
H. DO YOU HAVE A CHILD SUPPORT OBLIGATION IN ARREARAGE?	
☐ YES ☐ NO If YES, how many months are you in arrearage? _____ months State of: _____	
I. HAVE YOU FAILED TO PAY STATE OR FEDERAL INCOME TAX?	
☐ YES ☐ NO	
HAVE YOU FAILED TO COMPLY WITH AN ADMINISTRATIVE OR COURT ORDER DIRECTING PAYMENT OF STATE OR FEDERAL INCOME TAX?	
☐ YES ☐ NO	

IF YOU ANSWER YES TO EITHER QUESTION, YOU MUST ATTACH TO THIS APPLICATION:

- a) a written statement explaining the circumstances;
- b) copies of all relevant documents (i.e. demand letter from the Department of Revenue or Internal Revenue Service, etc.);
- c) a certified copy of each administrative or court order, judgment, and/or lien, if applicable; and
- d) a certified copy of the official document which demonstrates the resolution of the tax delinquency (i.e. tax compliance letter, etc.)

PART III – EMPLOYMENT RECORD (DO NOT COMPLETE IF YOU ARE RENEWING YOUR LICENSE.)

List below your employment history for the past 5 years, **beginning with your current place of employment.** (If additional space is needed, attached a separate sheet of paper.)

DATES OF EMPLOYMENT		FULL AND EXACT NAME OF COMPANY	ADDRESS OF COMPANY	POSITION HELD
FROM	TO			

PART IV – APPLICANT CERTIFICATION

You, as the applicant, certify that the statements contained in this application are true to the best of your knowledge and belief, agree that neither you, nor any corporation, partnership or association of which you are an officer or director, during your connection therewith will, directly or indirectly, solicit, or enter into, an agreement for the repair or replacement of damaged property on which you, or any other person mentioned above, have been engaged as public adjuster or public adjuster solicitor to adjust or settle claims for losses on damages arising out of policies of property insurance, and further agree that you will not employ, accept employment or become associated with, any person as a partner member, officer, director, or otherwise, whose license as a public adjuster or public adjuster solicitor has been revoked by the Director of the Department and will not employ any person who has ever been convicted of a felony or of any crime or offense involving fraudulent or dishonest practice or of violation of any provision of Chapter 325.

SIGNATURE OF APPLICANT	PRINTED NAME	DATE

PART V – GENERAL INSTRUCTIONS**NEW APPLICANTS**

- A. Residents and non-residents must take and pass the Missouri public adjuster examination.
- B. \$100 application fee.
- C. A \$10,000 corporate surety bond, unless the applicant will be employed by a person, partnership, association, or corporation which is licensed as a public adjuster that has submitted a \$10,000 corporate surety bond, in which case a \$1,000 corporate surety bond is required. Submit a Power of Attorney with the \$10,000 or \$1,000 bond.
- D. If a \$1,000 bond is being submitted, give the name, address, and license number of the licensed public adjuster by whom you will be employed.

NAME	LICENSE NUMBER
ADDRESS	

RENEWAL APPLICANTS

- A. \$50 renewal fee.
- B. Has anything changed with your bond? ☐ Yes ☐ No
If yes, submit a new bond with a Power of Attorney.
- C. Give the name, address, and license number of the licensed public adjuster by whom you will be employed.

NAME	LICENSE NUMBER
ADDRESS	

Email Completed Application and Attachments To: dc.ins.deposit@insurance.mo.gov

Applications submitted via email will receive a response email outlining convenient electronic payment instructions.

OR

Mail Completed Application and Attachments To:

Missouri Department of Commerce and Insurance

P.O. Box 4001

Jefferson City, MO 65102

Payment will be in the form of a check or money order.