



**INDEPENDENT ADJUSTER**  
**LICENSING INSTRUCTIONS**

- 1.) All applicants are encouraged to apply electronically through [www.sircon.com/mississippi](http://www.sircon.com/mississippi). Electronic licensing provides for a higher degree of accuracy and more efficient processing.
- 2.) In lieu of filing an electronic application, an applicant may apply by filing an **independent adjuster application** with the Department. The independent adjuster application must be completed in its entirety (all questions answered, form signed and dated). This form may be used to obtain a resident or non-resident independent adjuster license.
- 3.) Privilege tax payments (license fees): \$50.00 (resident and non-resident). Renewal fees are the same. A late fee of \$25 is imposed if renewal paperwork is not received prior to the expiration date. Additional fees may be applicable when applying or renewing electronically through SIRCON.
- 4.) Resident applicant's test scores are electronically submitted to the Mississippi Insurance Department. There is no need to submit test scores with the paper application.
- 5.) Residents: If applying for a first-time license or renewing an existing license through SIRCON, the pre-license or continuing education certificate may be faxed to (601) 359-1951 with a request for on-line approval. Residents are required to complete 12 hours of CE each year.
- 6.) Non-Residents: Must hold an independent adjusters license in their resident state and have successfully passed an examination to receive such license. If their resident state does not offer independent adjuster licenses with an examination prerequisite, a non-resident must pass the Mississippi independent adjuster's examination or provide proof they passed an exam in a reciprocal state which requires successful completion of an examination prior to receiving such license.
- 7.) An applicant must successfully complete 12 hours of study in an approved prelicensing education course for independent adjusters. A certificate of completion must be attached to your application or faxed to the Department if you apply for a license electronically.
- 8.) In lieu of completing an approved prelicensing education course for independent adjusters, an applicant may submit written proof to the Department that he/she has had experience or special education or training with reference to the handling of loss claims under insurance contracts of sufficient duration and extent to make him competent to fulfill the responsibilities of an independent adjuster.
- 9.) License renewal notices will be mailed approximately 60 days prior to the license expiration date.
- 10.) The license year for independent adjuster is June 1 to May 31. Independent Adjuster licenses expire May 31 each year. Any license issued prior to May 31 will expire on May 31. For example, a license issued:
  - July 1, 2010 (expires May 31, 2011)
  - May 1, 2011 (expires May 31, 2011)
  - June 1, 2011 (expires May 31, 2012)