



Public Insurance Adjuster & Public Insurance Adjuster Agent Individual Initial License Application Checklist

All Applicants:

- Non-refundable filing fee of \$100.00. [ORC section 3951.06(A)]
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed public insurance adjuster application: [ORC section 3951.03]
 - Online Application
 - Paper Application (Form INS3214)
- Copy of the form that will be used as the contract in Ohio (public insurance adjusters only). [OAC section 3901-1-24(D)]
- Proof of bond in the amount of at least \$1,000 payable to the “State of Ohio”. [ORC section 3951.06(D)]
- Completion of the Ohio specific bond form and notary section of the application or the electronic individual public insurance adjuster supplement form (INS3216). [ORC section 3951.03(E)]
- Completion of the public insurance adjuster agent section (public insurance adjuster agents only) or the electronic individual public insurance adjuster supplement form (INS3216). [ORC section 3951.03(E)]

Additional Requirements for RESIDENT Public Insurance Adjuster Applicants Only:

- Pass the Ohio public insurance adjuster examination (Exam Series 11-38) (public insurance adjusters only).

Additional Requirements for NONRESIDENT Public Insurance Adjuster Applicants Only:

- Must have an active public insurance adjuster license in home state.
- Pass an appropriate Ohio public insurance adjuster examination [ORC section 3951.05], unless granted waiver per ORC section 3951.09.

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**