



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

To: All Admitted Property and Casualty Insurers, Licensed Independent Insurance Adjusters, and Other Interested Parties

From: Licensing Services Division, Producer Licensing Bureau

Date: January 29, 2020

Subject: New Independent Insurance Adjuster Registration and Certification Online Services

The California Department of Insurance (CDI) launched its new Independent Insurance Adjuster Registration and Certification Online Services ([Adjuster Online Services](#)) for qualified licensed independent insurance adjusters, adjuster firms, and qualified managers to electronically register their employees. The [Adjuster Online Services](#) also provides links to CDI's most recent [Notice](#) on significant California laws effective as of the date of that notice that pertain to residential property insurance policies, including those related to a declared state of emergency and CDI's [Guide for Adjusting Property Claims in California After a Major Disaster](#).

How to Register Employees using the New Adjuster Online Services

- Select the "Independent Insurance Adjuster Registration Service" to register independent insurance adjuster employees.
- Set-up an account to log-in to the Adjuster Online Services.
- Under "Employee Registration," select "Create a New List."
- Select "Add" to insert the full name and information for an employee and save the name. Select "Add" to insert the names of additional employees.
- Select "Download Employee List" to print the list of employees that were submitted to CDI.

In addition, in the event of a declared emergency situation by the Insurance Commissioner, the registration and certification links in the Declared Emergency Situation section of CDI's [Adjuster Online Services](#) will be available for insurers to register their adjusters not licensed in California and for qualified independent

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insurance adjusters, adjuster firms, and qualified managers to register their employees who are authorized to adjust claims during a declared emergency situation in California.

Qualified independent insurance adjusters, adjuster firms, and qualified managers can log-in to CDI's [Adjuster Online Services](#) at any time to update their list of employees. Also, during an Insurance Commissioner declared emergency situation, insurers can create and update their list of adjusters not licensed in California.

Important Note: The work performed by independent insurance adjuster employees and adjusters not licensed in California must be under the active direction, control, charge, or management of a licensed adjuster, qualified manager, or insurer authorized to do business in California (Cal. Ins. Code Sections [14022.5\(a\)\(1\)](#) and [14029\(a\)](#)).

Questions

Please direct questions to CDI's Producer Licensing Bureau's Adjuster Unit by email at Sac.adjuster@insurance.ca.gov or by calling the Adjuster Unit at (916) 492-3085.