

Read These Instructions Carefully!

In order to secure your Florida all-lines adjuster's license, you must carefully follow several steps in order to do so.

- **Step 1:** [Download these instructions and print them for future review.](#)
- **Step 2:** **APPLY FOR YOUR LICENSE** with the Florida Department of Financial Services! We recommend that you begin the license application process at the same time you start the online course, so that by the time you have completed all course requirements and have received your certificate and letter of designation, you will receive your license more quickly.

Be aware of the following general licensing requirements:

1. **Citizenship:** You must be either a U.S. citizen or a legal alien with a valid work authorization from the United States Bureau of Citizenship and Immigration Services.
 - A. If you are a U.S. citizen, you must provide a valid social security number
 - B. If you are a legal alien with a work authorization visa, you must apply for and obtain a social security card prior to applying for licensure with the Department of Financial Services.
2. **Fingerprinting:** This is required for all Adjuster licensure. All resident and non-resident applicants should go to the following webpage for fingerprinting information:

<http://www.fldfs.com/Agents/Licensure/Agents-Adjusters/fingerprinting.htm>

How to apply for your license:

1. Log in to the Department of Financial Services to Obtain Your Application. Click or go here: <http://www.fldfs.com/Agents/>
2. On this page you can click on the "[Licensure](#)" tab for information on licensing, or go directly to the Application page by clicking on the "[My Profile Log In](#)" image at the bottom left-hand corner of the page.
3. Be aware of the different license types. You must select one of the following:
 - 6-20 A license for an adjuster employed by an insurance carrier.
 - 5-20 A license for an adjuster who will work independently or for an independent adjusting company.
4. Carefully complete the application. You will be required to supply critical demographic and background information. **Note:* Have your SS# and a credit card on hand after you have read the following instructions:

5. When asked, indicate on your application that you are obtaining your license **BY DESIGNATION**, not by examination.

A. Select **Yes** when asked:

“Do you have the Chartered Property And Casualty Underwriter (CPCU), Accredited Claims Adjuster (ACA), Professional Insurance Adjuster (PIA), Professional Property Insurance Adjuster (PPIA), Certified Claims Adjuster (CCA), or **Certified Adjuster (CA)** designation?” *(This will exempt you from being charged an examination fee.)*

B. If you are applying for a non-resident license the above question will not appear, and you will automatically be exempt from the examination fee.

5. At this time you must also apply to have your fingerprints taken. For complete instructions on fingerprints, go to this webpage:

<http://www.fldfs.com/Agents/Licensure/Agents-Adjusters/fingerprinting.htm>

• **Step 3: COMPLETE THE CA DESIGNATION COURSE OF STUDY.**

If, during or after completion of this licensing course, you would like to have a hard copy of the online course you may download a digital copy of the Florida Adjuster Study Manual (an exact replica of the information contained within this course) FREE OF CHARGE from the Digital Library on this website. The Florida Adjuster Study Manual is the perfect compliment to your completion of the ONLINE "Certified Adjuster" Designation licensing program and will be a valuable reference for your further development in the adjusting profession.

**Note: Please understand that, due to formatting and design, the page numbers and formatting of the written materials do not exactly match the online program. The content, however, is exactly the same.*

- **Step 4:** After you complete the course, you will receive 2 originals of your Letter of Designation (signed in blue ink) approximately 5-7 business days after you complete the course. You will also receive a letter from the Department of Financial Services entitled, "Deficiency Statement". It looks like this (click here: [Deficiency Statement](#)).

Do not be alarmed by the use of the word "deficiency". This is merely an acknowledgement of receipt of your application and a reminder of the additional items that you will need to send to the department to finalize your licensing application (see Step 5).

- **Step 5:** Secure your license.

Once you have received your Deficiency Letter and have taken care of your fingerprints, *return one original Letter of Designation to the Department with your Deficiency Letter. Keep the other original for your records.* The DFS will send you an authorization to go down to the local DFS office where they will give you your All Lines Adjuster's License. If you are a non-resident, you will be given instructions on how and where to get your actual license.