



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

All Applicants:

- Completed public insurance adjuster application: [ORC section 3951.03]
 - [Online Application](#)
 - [Paper Application](#) (Form INS3214)
- 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)]

All Public Insurance Adjuster (PIA) Applicants:

- Non-refundable filing fee of \$100.00 for Public Insurance Adjuster. [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.)
- Copy of the form that will be used as the contract in Ohio. [OAC section 3901-1-24(D)]

All Public Insurance Adjuster Agent (PIAA) Applicants:

- Non-refundable filing fee of \$50.00 for Public Insurance Adjuster Agent. [ORC section 3951.03(E)]
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completion of the public insurance adjuster agent section 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 or meet requirements of ORC 4796.

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