



**FLORIDA DEPARTMENT OF FINANCIAL SERVICES**  
**Division of Insurance Agent and Agency Services – Bureau of Licensing**

It is your responsibility to ensure you have the most [current version](#) of this document.

## Emergency Adjuster License

The Emergency Adjuster Application is now available on the [MyProfile](#) page.

TYPE AND CLASS:

**0-70 Emergency Adjuster License**

### Common Use(s) of License:

The emergency adjuster license application is only available in the event of an emergency situation that impacts the state of Florida. When the Department determines there is an emergency situation, it will make the application available.

When the application is made available, only Florida-licensed insurance companies and independent adjusting firms can submit applications for Emergency Adjuster Licenses. Public adjusting firms and Individuals cannot apply for this license type.

Emergency Adjuster applications must be submitted via the Appointing Entity's [MyProfile](#) account (this is separate from your eAppoint account and separate from your "Adjusting Firm" MyProfile account). The Appointing Entity is defined as a Florida-licensed insurance company or independent adjusting firm for the purposes of this license application.

If you haven't created a [MyProfile](#) account for your Appointing Entity, you will need to create one. You will need your Appointing Entity Number and FEIN to create the MyProfile account.

The screenshot shows the 'Create Account' page for the Florida Department of Financial Services. The top navigation bar includes 'Locate', 'Help', and 'FAQ'. The main heading is 'JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this, the sub-page title is 'Home > Create Account'. A red text box highlights the 'Please Select Your Account Type' dropdown, which is set to 'Appointing Entity / Emergency Adjuster'. The 'Appointing Entity/Emergency Adjuster' section contains fields for 'Appointing Entity Number' and 'FEIN (non-NAIC Groups)'. A 'Next' button is located below these fields. The footer of the page includes the copyright notice '©2000-2022, - The State of Florida - All Rights Reserved. Disclaimer.'

If you don't know your Appointing Entity number, you can find it on your eAppoint Workbench page where the red box is shown in the image below:

# eAppoint Workbench

<b>WORKBENCH TASKS</b> <b>Appointing Entity #:</b> <span style="background-color: red; color: black; padding: 2px;">XXXXXXXXXX</span>	<b>Current Invoice/Mailing Address</b>  <a href="#">View Full Account Information</a>
<b>In Progress Transactions</b> <a href="#">Click here to see transactions that are in progress.</a>	<b>Workbench Options</b>  <b>► New Appointments</b> <b>► Terminate Appointments</b> <b>► New Exchange of Business</b> <b>► Multiple Upload Appointments</b> <b>► Print Licenses</b>
<b>Pending Completion Transactions</b> <a href="#">Click here to see transactions that are pending completion.</a>	<b>Third Party Accounts</b>  <b>► Maintain Third Party Accounts</b> <b>► Add a Third Party</b>
<b>Completed Transactions</b> <a href="#">Click here to see transactions that are complete.</a>	

Emergency Adjuster applications are submitted via [MyProfile](#), which is separate from an eAppoint account. If you have not created a MyProfile account for your Appointing Entity, you will need to create one. You will need your Appointing Entity Number and FEIN to create the MyProfile account.

## **EMERGENCY ADJUSTER APPLICATION INSTRUCTIONS (WHEN AVAILABLE):**

1. The appointing entity assumes all responsibility, assuring by due diligence inquiry, certifying that the emergency adjuster applicant is certified as qualified to adjust claims, losses, or damages under policies or contracts of insurance issued by the insurer in the event of a catastrophe or emergency; has received training in and is capable of correctly utilizing any computer software program provided by the appointing entity or person to adjust claims; and is of good and honest character.

The appointing entity is defined as a Florida-licensed insurance company or independent adjusting firm

2. Prior to starting the application process, the appointing entity will need the applicants' social security numbers, date of birth, addresses (home, business, mailing, and e-mail), and phone numbers (home and business).

The appointing entity will be able to complete a file upload (batch application filing) of this information or manually enter each one.

3. Should one of the applicants in a file upload have a criminal history or be a legal alien with work authorization, the appointing entity will need to apply for those applicants independently from the rest of the applicants (in a batch file) or the online application will reject the entire filing.

4. Please note the following fees per applicant:

- Application Fee = \$50.00
- License ID Fee = \$ 5.00

- Appointment Fee = \$10.00

These fees will be paid online during the application process. An appointing entity may pay by VISA, Discover, MasterCard or American Express credit card. There is an additional flat convenience fee of \$2.45 per transaction.

5. To proceed with the application process, please visit the following link: [https://dice.fldfs.com/public/pb\\_index.aspx](https://dice.fldfs.com/public/pb_index.aspx).

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**Documents Available:**

- [626.874](#), F.S. Catastrophe or emergency adjusters
- [69B-220.201](#) Ethical Requirements