

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
ADJUSTER CERTIFICATION APPLICATION

NATIONAL FLOOD
 INSURANCE PROGRAM

O.M.B. No. 1660-0005
 Expires September 30, 2010

Privacy Act Statement

The information requested is necessary to process the subject loss. The authority to collect the information is Title 42, U.S. Code, Section 4001 to 4028. It is voluntary on your part to furnish the information. However, omission of an item may preclude processing of the form. The information will not be disclosed outside of the Federal Emergency Management Agency, except to the servicing agent, acting as the government's fiscal agent; to claims adjusters to enable them to confirm coverage and the location of insured property; to certain Federal, State, and Local Government agencies for determining eligibility for benefits and for verification of nonduplication of benefits; to the Department of Justice for purposes of litigation or as required by law; and to State and Local agencies for acquisition and relocation-related projects, consistent with the National Flood Insurance Program and consistent with the routine uses described in the program's system of record. Failure by you to provide some or all of the information may result in delay in processing or denial of this claim and/or application.

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 15 minutes per response. The burden estimate includes the time, effort or financial resources expended by persons to generate, maintain, retain, disclose, or provide information to the Mitigation Division or its agent. You are not required to respond to this collection of information unless a currently valid OMB control number and expiration date is displayed in the upper right corner of the these forms. Send comments regarding the accuracy of the burden estimate and suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472, Paperwork Reduction Project (1660-0005). **NOTE: Do not send your completed form to this address.**

Recertification New Certification Staff Adjuster Yes No

Please complete Section I below in its entirety. Then turn the form over and complete all applicable parts in Section II. Sign and date the form and mail it to: NFIP Bureau & Statistical Agent, Certification Coordinator, P.O. Box 310, Lanham, MD 20703-0310.

SECTION I - PLEASE PRINT

1. NAME	2. FLOOD CERTIFICATION NUMBER (FSN)
3. STREET ADDRESS (include city, state, and zip code)	a. DAYTIME PHONE NO.
	b. EVENING PHONE NO.
	c. E-MAIL ADDRESS
	d. FAX NO.
4. Are you a licensed adjuster? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which state(s)? _____
5. Number of years of flood adjuster experience _____	Number of years of property adjuster experience _____
6. Has your license ever been revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, reason:	
7. Have you ever been suspended or terminated by the NFIP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, reason:	
8. Have you ever attended an NFIP Claims Presentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, location:	
9. Did you attend a company sponsored training session?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, location:	Company: _____ Date Attended: _____
10. Present Errors and Omissions Carrier:	

SECTION II - PLEASE PRINT

Check "Yes" or "No" to indicate the category(s) in which you are seeking certification:

- | | |
|---|--|
| 11. Residential (<i>Dwelling</i>) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Manufactured (<i>Mobile</i>) Home/Travel Trailer | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Commercial (General Property) | |
| 13. Small Commercial (<i>up to \$100,00</i>) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Large Commercial (<i>from \$100,001 to \$500,000</i>) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Condominium (<i>RCBAP</i>) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

SECTION II - (continued)

For the category(ies) that you have selected, answer the following questions:

* What is the building dollar limit estimate that you have prepared in this category?

* What is the dollar limit on contents inventory that you have prepared?

* What is the largest combined loss and claim that you have adjusted?

Building \$ _____ Contents \$ _____ Total Amount \$ _____

If you have adjusted a condominium loss, provide the name, date of loss, location (*complete address*), and contact individual, along with telephone number.

If you are applying for Large Commercial or RCABAP authorization, provide the names of three insurance company claims personnel who can be contacted to reference your adjusting experience and professionalism.

NAME	COMPANY	DATE
NAME	COMPANY	DATE
NAME	COMPANY	DATE

DECLARATION ACKNOWLEDGEMENT.

I declare that I have read the current Standard Flood Insurance policies (the Dwelling Form, the General Property Form, and the Residential Condominium Building Association Policy) and that all responses on this application are true and accurate.

I acknowledge that misrepresentation of any information provided on this application is grounds for denial of certification, or for suspension or termination of certification if misrepresentation is discovered after certification has been granted.

_____ Signature

_____ Date

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PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for the collection of information titled Claims for National Flood Insurance Program (NFIP) is estimated to average 6 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting these forms. You are not required to respond to this collection of information unless a currently valid OMB control number and expiration date is displayed in the upper right corner of the these forms. Send comments regarding the accuracy of the burden estimate and suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472, Paperwork Reduction Project (1660-0005). **NOTE: Do not send your completed form to this address.**

FEMA Form No.	Title	Burden Hours
81-40	Worksheet-Contents-Personal Property	2.5 Hours
81-41	Worksheet-Building	2.5 Hours
81-41A	Worksheet-Building (Cont'd)	1.0 Hours
81-42	Proof of Loss	.08 Hours
81-42A	Increased Cost of Compliance	2.0 Hours
81-43	Notice of Loss	.07 Hours
81-44	Statement as to Full Cost to Repair or Replacement Cost Coverage, Subject to the Terms and Conditions of this Policy	.10 Hours
81-57	National Flood Insurance Program Preliminary Report	.07 Hours
81-58	National Flood Insurance Program Final Report	.07 Hours
81-59	National Flood Insurance Program Narrative Report	.08 Hours
81-63	Cause of Loss and Subrogation Report	1 Hour
81-96	Manufactured (Mobile) Home/Travel Trailer Worksheet	.50 Hours
81-96A	Mobile Home/Travel Trailer Worksheet (Continued)	.25 Hours
81-98	Increased Cost of Compliance (ICC) Adjuster Report	.42 Hours
81-109	Adjuster Preliminary Damage Assessment	.25 Hours
81-110	Adjuster Certification Application	.25 Hours