# Renewal Instructions

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🔹 ALERTS Coronavirus Update 🛩		
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## Licensing Board: Motor Vehicle Damage Appraisers

#### Licensing Board: Motor Vehicle Damage Appraisers

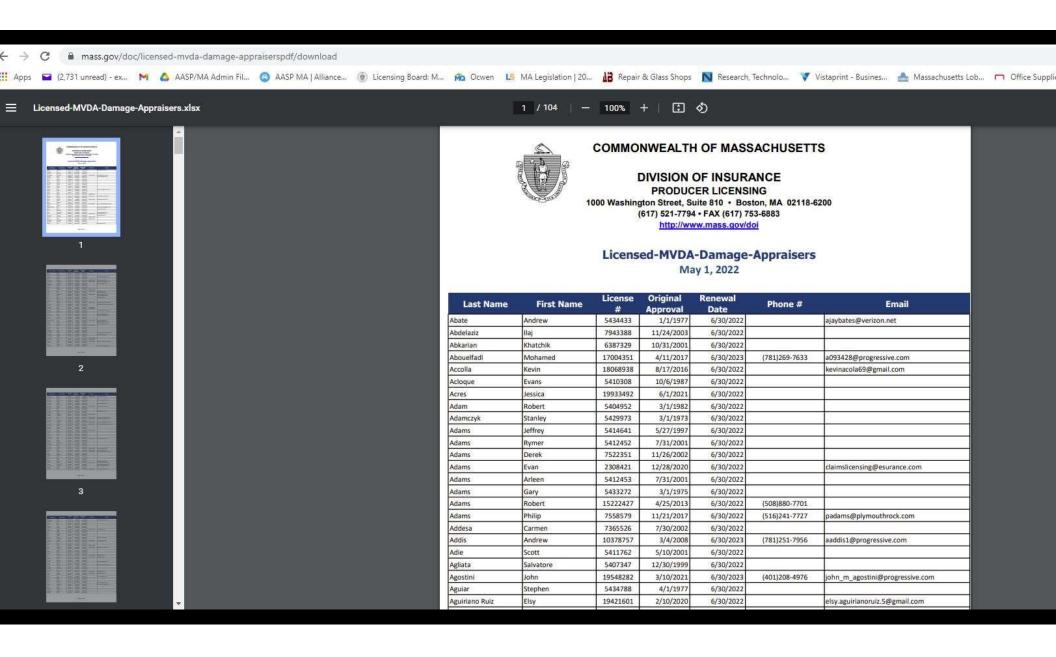
The Automobile Damage Appraiser Licensing Board(**ADALB**), independent of the Division of Insurance, is responsible for the regulation of motor vehicle damage appraisers in Massachusetts. Four of five Board members are appointed by the Governor. The fifth member is appointed by the Commissioner of Insurance and serves as the Board's chair. The Board institutes and maintains standards for the conduct of motor vehicle damage appraisers. It conducts licensing examinations, processes applications and issues and renews licenses. Its members can suspend, cancel and revoke licenses following a hearing process that may result from complaints that are brought before the Board. The Board may also not renew licenses where allegations of misconduct exist. The Board sets licensing eligibility requirements, approves training programs and establishes license revocation guidelines.

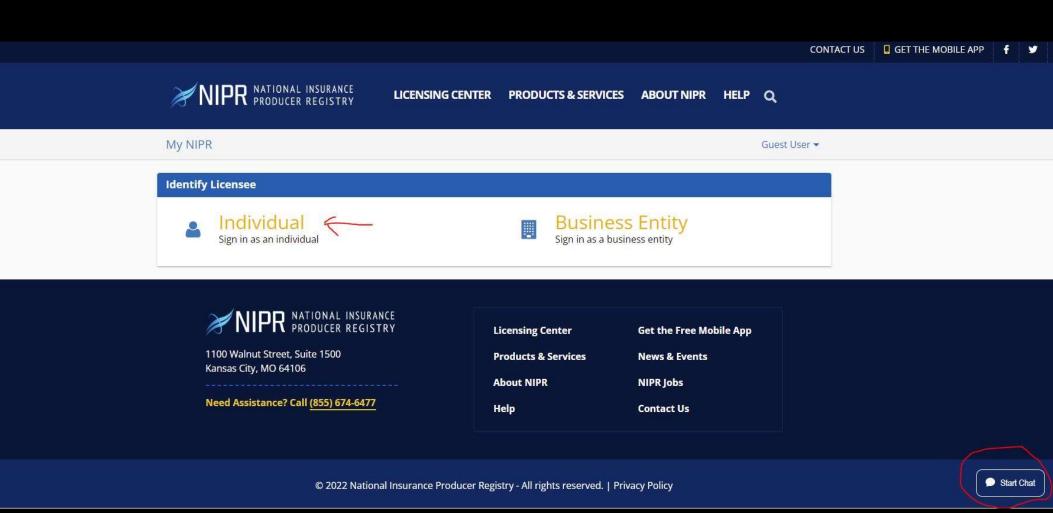
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institutes and maintains standards for the conduct of motor vehicle damage appraisers. It conducts licensing examinations, processes applications and issues and renews licenses. Its members can suspend, cancel and revoke licenses following a hearing process that may result from complaints that are brought before the Board. The Board may also not renew licenses where allegations of misconduct exist. The Board sets licensing eligibility requirements, approves training programs and establishes license revocation guidelines.

## **Motor Vehicle Damage Appraisers**

- ADALB Advisory Rulings
- ADALB Notices of Meetings and Agenda
- ADALB Records of Meetings
- ADALB Part Two Exam
- ADALB Complaint Procedures
- ADALB Complaint Form
- ADALB Licensed MVDA Damage Appraisers







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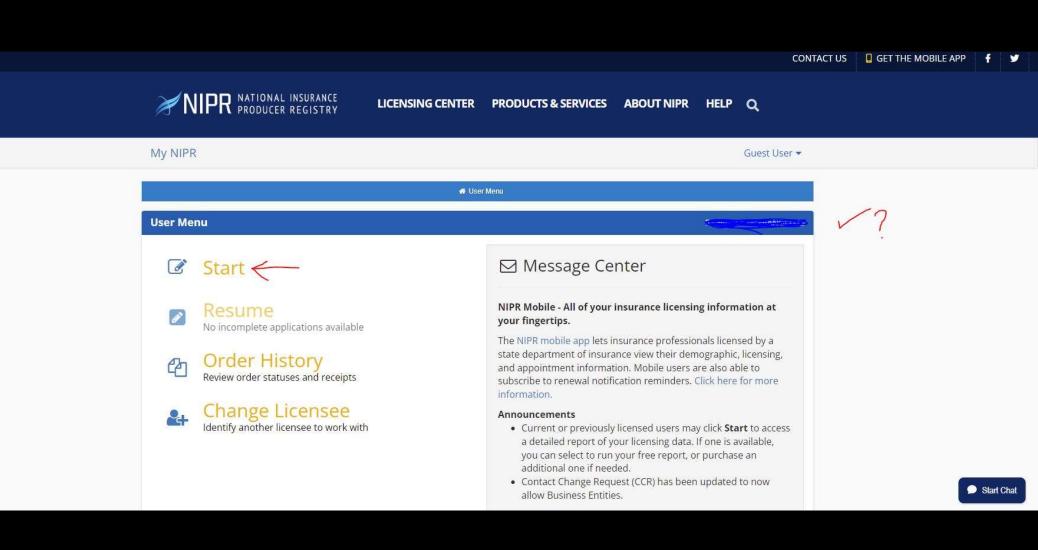
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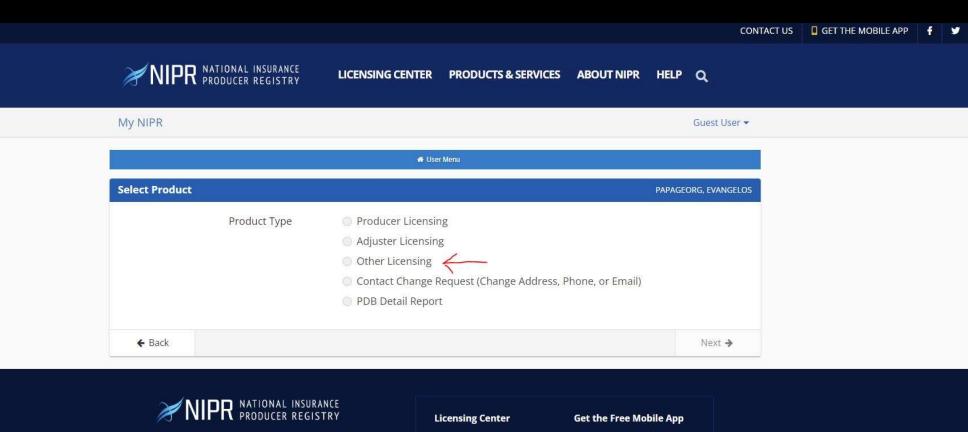
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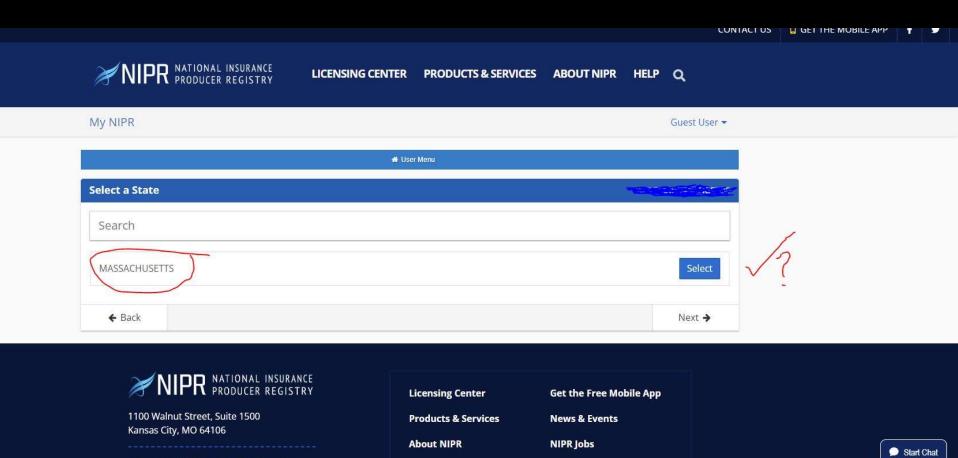
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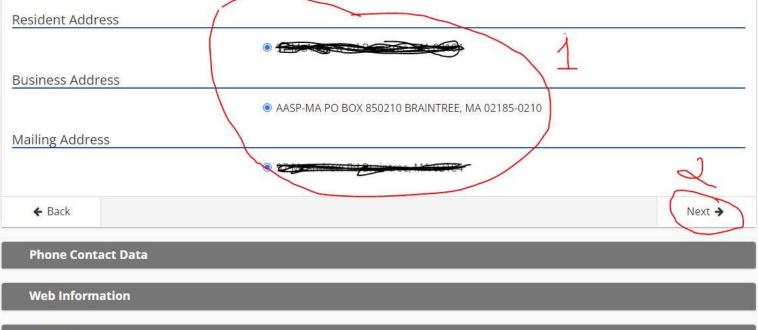
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#### → Addresses

Attention applicants: Addresses are pre-populated based on state submitted data or information submitted with individual exam information. You are unable to edit any pre-populated address information in this application. **Individuals** may submit requests to update the information via the following link: https://nipr.com/licensing-center/change-contact-info. Please note that it may take up to 3-5 days, after the change request is processed, for this data to be updated in the application. **Business Entities** are required to report changes directly to the state insurance department(s).



Affiliations

**Background Questions** 

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Business Web Address Optional	https://nipr.com	
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List your insurance agency affiliations. Complete this only if the	e applicant is to be licensed as an active member of the business entity.
Attention Massachusetts Applicants: Information on this pa this information, unless licensee is an active member of the no	ge may be used for informational purposes only. Massachusetts will not us ted business entity.
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0	The Applicant must read the following very carefully and answer every question. All written state include an original signature.	ements submitted by the Applicant must
1A.	Have you been convicted of a misdemeanor, had a judgment withheld or deferred, or are you currently charged with committing a misdemeanor, which has not been previously reported to this insurance department?	<ul><li>○ Yes ○ No</li><li>▲ 1A is a required field</li></ul>
	You may exclude the following misdemeanor convictions or pending misdemeanor charges: tra (DUI), driving while intoxicated (DWI), driving without a license, reckless driving, or driving with You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent	a suspended or revoked license.
1B.	Have you been convicted of a felony, had a judgment withheld or deferred, or are you currently charged with committing a felony, which has not been previously reported to this insurance department?	○ Yes ○ No
	You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a j	uvenile court)
1C.	Have you been convicted of a military offense, had a judgment withheld or deferred, or are you currently charged with committing a military offense, which has not been previously reported to this insurance department?	○ Yes ○ No
	<b>Note:</b> For Questions 1a, 1b, and 1c, <b>"Convicted</b> " includes, but is not limited to, having been for entered a plea of guilty or nolo contendere or no contest, or having been given probation, a su	

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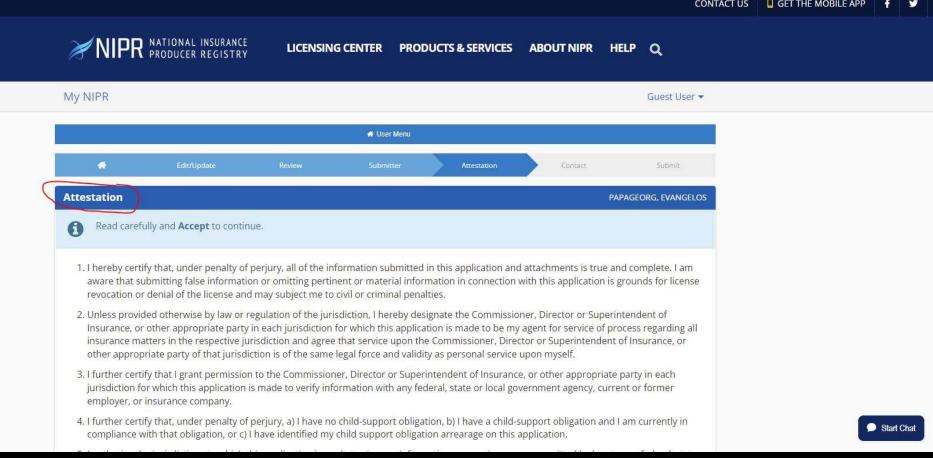
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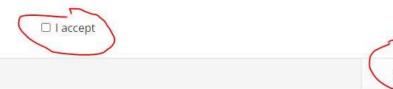
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- I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
- 2. Unless provided otherwise by law or regulation of the jurisdiction, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
- 3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
- 4. I further certify that, under penalty of perjury, a) I have no child-support obligation, b) I have a child-support obligation and I am currently in compliance with that obligation, or c) I have identified my child support obligation arrearage on this application.
- 5. I authorize the jurisdictions to which this application is made to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- 6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.

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7. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).



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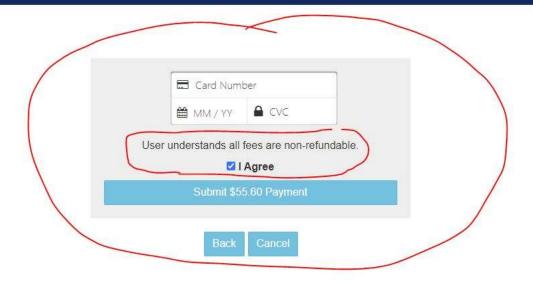
🖶 User Menu **Submit Requests** The following states will be sent the requests made during this session. State Description State Fee NIPR Fee Fee Summary \$50.00 \$50.00 MASSACHUSETTS Auto Damage Appraiser \$5.60 Total State Fees Auto Damage Appraiser Total NIPR Fees \$5.60 **Grand Total** \$55.60 • Fees are not refundable • Allow up to 5 days for changes to display on PDB Requests are not complete until payment is made. Please click the Submit & Pay button. 🗲 Back Submit & Pay 🗲

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How would you like to pay?	Billing Details  * = Required  First Name:		
O Credit Card	* Last Name:		
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O Electronic Check	Address Line 2:		
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	is required to submit supplement - https://nipr.com/licensing-center		se visit the Massachusetts State Specific	Requirements Page for
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be processed within 7-	10 business days. You may check t	he status of your applica	he Massachusetts Division of Insurance ation here: https://nipr.com/licensing-co s://nipr.com/help/print-your-license.	
No Action Required When a	an original document is not require	ad to be sent to the state	e use the Attachments Warehouse for	Additional Licensing

## if you get this email \*\* at the end after making payment disregard the request for additional info. disregard it, it is generic response... you should be able to print your license out within 7 days.

#### \*\*

Please do not reply to this email. You will not receive a response to inquiries directed to this email account. Due to the variations in state specific processing, it may take up to 10 business days to process your application. If you have any questions or concerns, please contact the state(s) in which you have applied. Contact information for the state insurance departments can be found at <a href="https://nipr.com/help/state-contact-cards">https://nipr.com/help/state-contact-cards</a> then click on the state and navigate to the Producer / Agent licensing section of that state's website. \*\*

#### Transaction # ###########

Thank you for your recent electronic Resident Renewal application for MA for



- Lic Class: Auto Damage Appraiser - Comments: Applicant is required to submit supplemental documentation. Please visit the Massachusetts State Specific Requirements Page for additional information - <u>https://nipr.com/licensing-center/state-requirements</u>. \* When an original document is not required to be sent to the state, use the Attachments Warehouse for Additional Licensing Documents in lieu of sending the documents to the state(s) via fax, e-mail or postal mail. \* Your application information will be reviewed and processed by the Massachusetts Division of Insurance. Most applications will be processed within 7-10 business days. You may check the status of your application here: <u>https://nipr.com/licensing-center</u>. If your application is approved you may visit the following link to print your license: <u>https://nipr.com/licensing-center</u>. When

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