



ARKANSAS INSURANCE DEPARTMENT  
LICENSE DIVISION  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK AR 72201  
PHONE 501-371-2750; FAX 501-683-2607

WEBSITE: [WWW.INSURANCE.ARKANSAS.GOV/LICENSE/DIVPAGE.HTM](http://WWW.INSURANCE.ARKANSAS.GOV/LICENSE/DIVPAGE.HTM)

## Limited Lines Crop Adjuster License Instructions Form AID-LI-CROP/ADJ

This is a limited license which will allow individuals to adjust claims under the federal crop insurance program or adjust claims for crop hail insurance. To qualify for a limited crop adjuster license you must be 18 years old, complete forms AID-LI-CROP/ADJ and ASP-122 (if the applicant is a resident of Arkansas), and mail the completed forms and fees to the Arkansas Insurance Department at 1200 West Third Street, Little Rock, AR 72201.

### ANNUAL FEES AND LICENSE RENEWAL

Each resident or non-resident shall pay an annual \$50.00 Administrative fee. The fee is due on the applicant's birth date every year after the license is issued. The fees are non-refundable and the licensee must pay the fee. The insurance company is prohibited from paying this fee. No temporary check will be accepted. **The check, money order or cashiers' check should be made payable to the Arkansas Insurance Department. Effective May 1, 2006,** the Arkansas Insurance Department is required to complete a criminal background review on all resident applicants. The applicant must complete the Arkansas State Police Form ASP-122 (*located at the end of the Crop/Adjuster License Application*). Also attach a separate company check, agency check, money order or cashier's check in the amount of \$22.00 made **payable to the Arkansas Insurance Department**. No personal check or temporary checks can be accepted for the criminal background review. No temporary checks can ever be accepted. This fee is non-refundable.

### HOW TO COMPLETE THE APPLICATION

You must provide a complete answer to the following questions.

#### Page 1 of the Application

Questions 1. Social Security number—**required**

Questions 2, and 3 are not required

Question 4. **required** (are you employed by a bank or lending institution?) If answered yes give statement providing information.

Question 5. Last Name---must be legal name—**required**

Question 6. First Name---must be legal name no nicknames or initials can be used—**required**

Question 7. Middle Name—must be legal name **required**

Question 8 Date of Birth **required**

Question 9, 11, 12, 13, Must have physical address of residence---**required**

Question 10 and 14 are not required.

Question 15. We need home phone number—**required**

Question 16 Gender information is required

Question 17 if you are not a citizen of the United States you must provide official papers showing you are in legal residence and have the right to work in the United States---**required**

Questions 18, 19, 20, 21, 22, 23, are required; if office is at your home then add the home address.

Questions, 26, and 28 are not required

Question 24, 25, 27 are not required

Question 29, 30, 31, 32, 33 are **required**

Question 34 is not required

Question 35 is **required** if you are using another name for business

Question 36 is **required**- you can attach additional paper if you need additional space

Question 37 is **required**—you can attach additional paper if you need additional space

### **Page 2 of the Application**

Question 38 not required

Question 38a. is **required**

Question 38b is **required**—**Please** see note regarding requirement of certification

Question 39 is **required**---you can attach additional paper if you require more room

Question 40 is not required

Questions 41-1, 2, 3, 4, 5, 6& 7 are all required, for any yes answers you must attach a statement and Official documentation explaining the “yes” answer.

### **Page 3 of the Application**

Question 42. Must be signed with full legal name –no initials or nicknames. Name must be printed under signature.

### **HOW TO COMPLETE Form-ASP-122**

**The form must be printed and legible.**

1. Use complete full legal name. Do not use initial for middle name.
2. Complete Date of Birth
3. Complete State of Birth
4. Race
5. Sex
6. Social Security Number
7. Driver’s License Number
8. State
9. Mailing Address—Must be physical address, do not put a P.O. Box.
10. Daytime Phone Number

**Signature must be your full legal name---do not use nicknames.**

**The form must be notarized.**



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**LIMITED LINES CROP ADJUSTER APPLICATION**  
(Please Print or Type)

① Soc. Security Number - -		② State of Residence _____	
③ NPN # _____ (optional)		④ Are you affiliated with a financial institution/bank? Yes <input type="checkbox"/> No <input type="checkbox"/>	
⑤ Last Name JR./SR. etc		⑥ First Name	⑦ Middle Name
⑧ Date of Birth (month) ___ (day) ___ (year) ___			
⑨ Residence/Home Address (Physical Street)		⑩ P.O. Box	⑪ City
		⑫ State	⑬ Zip Code
⑭ Foreign Country			
⑮ Home Phone Number ( ) -		⑯ Gender (Circle One) Male Female	⑰ Are you a Citizen of the United States? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, of which country are you a citizen?) (If No, you must supply proof of eligibility to work in the U.S.)
⑱ Business Entity Name			
⑲ Business Address (Physical Street)		⑳ P.O. Box	㉑ City
		㉒ State	㉓ Zip Code
㉔ Foreign Country			
㉕ Business Phone Number ( ) -		㉖ Business Fax Number ( ) -	㉗ Business E-Mail Address
㉘ Business Web Site Address			
㉙ Applicant's Mailing Address		㉚ P.O. Box	㉛ City
		㉜ State	㉝ Zip Code
㉞ Foreign Country			
㉟ a. List any other assumed, fictitious, alias, maiden or trade names under which you have used in the past to do business, are currently doing business or intend to do business.			
b. List any trade names under which you are currently doing business or intend to do business.			

**Residence Information for Last 5 Years**

④⑥ From _____ To _____ Street _____ City, State Zip _____
From _____ To _____ Street _____ City, State Zip _____
From _____ To _____ Street _____ City, State Zip _____
From _____ To _____ Street _____ City, State Zip _____

**Employment History**

④⑦ Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.

Name	From		To		Position Held
	Month	Year	Month	Year	
City State Foreign Country					
Name					
City State Foreign Country					
Name					
City State Foreign Country					
Name					
City State Foreign Country					

<b>Department Use Only:</b>	Date received _____	Funds Received _____	Ch # RS # _____
Date Processed _____	Other _____		
ASI Received Dated _____	Date Passed _____	Exam Passed _____	

**Jurisdiction and Type of License Requested**

38. Check the line(s) of authority for which you are applying. All exam applicants must take the General examination.

**License Types: Adjuster**

**Lines of Authority: Limited Lines Crop**

38a. Have you ever or are you currently licensed as an agent, producer, consultant or broker in Arkansas? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list the dates and the type of license \_\_\_\_\_

38b. Have you ever or are you currently licensed as an agent, producer, Consultant, broker or adjuster in another state? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list the dates and the type of license \_\_\_\_\_ **If your state does not report Adjuster information on the National Database, attach a current (less than 90 days old) certification from your home state showing you are currently licensed.**

39. Provide in detail the experience or special education or training you have had as to the handling of loss claims under insurance contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

40. Are you now, or will you be if granted a license, a full time salaried employee of a licensed Adjuster? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, give the name of the adjuster \_\_\_\_\_ Arkansas Adjuster's License # \_\_\_\_\_

**Background Information**

41. The Applicant must read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.

1. Have you ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime? Yes \_\_\_ No \_\_\_  
"Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations or convictions involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses. "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or having been given probation, a suspended sentence or a fine.

If you have a felony conviction, have you applied for a waiver as required by 18 USC 1033? N/A \_\_\_ Yes \_\_\_ No \_\_\_

If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.) N/A \_\_\_ Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a certified copy of the charging document, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.

2. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever been involved in an administrative proceeding regarding any professional or occupational license, or registration? Yes \_\_\_ No \_\_\_

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation or surrendering a license to resolve an administrative action.

"Involved" also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license and explaining the circumstances of each incident,
- b) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Yes \_\_\_ No \_\_\_

If you answer yes, submit a written statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy and a current credit report.

4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes \_\_\_ No \_\_\_

If you answer yes, identify the jurisdiction(s): \_\_\_\_\_

5. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.

6. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) certified copies of all relevant documents.

7. Do you have a child support obligation in arrearage? Yes \_\_\_ No \_\_\_

If you answer yes,

- a) by how many months are you in arrearage? \_\_\_\_\_ Months
- b) are you currently subject to a repayment agreement? Yes \_\_\_ No \_\_\_
- c) Are you the subject of a child support related subpoena/warrant? Yes \_\_\_ No \_\_\_

**Applicants Certification and Attestation**

42 The Applicant must read the following very carefully:

1. 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. Where required by law, 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, either a) I have no child-support obligation, or 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 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.
7. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.
8. As part of the resident licensing process pursuant to applicable state law, resident applicant acknowledges that the submission of his or her fingerprint record will be submitted to a secured centralized repository maintained by the National Association of Insurance Commissioners ("NAIC") as authorized by the state insurance department pursuant to a memorandum of understanding between participating state insurance departments and the NAIC. The resident applicant acknowledges the fingerprint record will be stored at the NAIC and transmitted to law enforcement agencies for the purpose of determining applicant's qualification for licensure.

\_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Original Applicant Signature

\_\_\_\_\_  
Full Legal Name (Printed or Typed)

