MEMORANDUM TO: Write Your Own (WYO) Principal Coordinators and NFIP Servicing Agents

FROM: James S.P. Shortley
Director of Claims
Federal Insurance and Mitigation Administration

DATE: April 10, 2002

SUBJECT: NFIP Independent Adjuster Certification

The purpose of this memo is to clarify some confusion about the requirements for adjuster certification as stated in the January 2002 Adjuster Claims Manual (reference: II. Adjuster Participation in the NFIP, B. Authorization Requirements; page II-2).

FIMA is clarifying the requirements as indicated below:

- **All** independent adjusters must be certified in order to process NFIP Direct and WYO claims.

- Adjusters seeking NFIP certification must complete the Adjuster Certification Application and submit the form **by July 1, 2002**, to the NFIP Bureau and Statistical Agent, Claims Department.

- **It is mandatory** for all NFIP certified adjusters to attend the Claims Presentation each year between January 1 and June 30 in order to keep current with claims procedures and maintain their NFIP certification.

The 2003 revision of the Adjuster Claims Manual will reflect this procedural clarification. If you have any questions, please contact the NFIP Bureau and Statistical Agent, Claims Department, at (800) 426-6347.

cc: Vendors, IBHS, Government Technical Representative

Suggesting Routing: Claims and Underwriting