



NATIONAL FLOOD INSURANCE PROGRAM

Bureau and Statistical Agent

W-02026

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

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