



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Insurance Agent & Agency Services – Bureau of Licensing*  
*200 East Gaines Street, Larson Building, Room 419*  
*Tallahassee, FL 32399-0319*

**APPOINTMENT EXCEPTION FORM**  
**FILING INSTRUCTIONS**

The Florida Department of Financial Services online appointment process, *eAppoint*, must be used for effectuating new appointments and may be accessed on the Department’s website at <http://www.MyFloridaCFO.com/Division/Agents>. This form is **only** to be used at the instruction of the Department. If you have not already obtained approval to submit this form, please call us at (850)413-3137.

**All forms submitted without prior approval will be returned.** Once approval has been granted you will need to forward this completed form along with any required fees to the Department. This form can be duplicated as long as it is a clear and legible copy. All forms, which are not clear and legible, will be returned.

**Name & Address of Appointing Entity:** This is the insurance company or licensee who is granting the appointment.

**Company Code:** This is the insurer’s company code issued by the Office of Insurance Regulation.

**License Number:** The license number of the licensee to be appointed. Temporary licensees not assigned a license number may use their social security number.

**Name:** Name of the person to be appointed, which is to be listed as last name, then the first name, then the middle initial.

**Business County Code:** The code number of the county where the licensee’s office is located.

**Type & Class:** The license type that is being appointed.

**Appt. Fee:** The amount of the fee to accompany this form as shown at the bottom of the form.

**Appointment Date:** The date this appointment is to become effective.

**Appointment Fees:** Please check the appropriate box and list the amount of the check accompanying the form.

**Appointing Official:** This is the signature, printed name and title of the person appointing the licensee. This section should list the date the form is being signed & business phone number to be used for questions.

*Please note: Payment must accompany this form.*

*Send completed form to:  
Florida Department of Financial Services  
Bureau of Licensing  
Revenue Processing Section  
Post Office Box 6100  
Tallahassee, Florida 32314-6100*

Name and Address of Appointing Entity

**State of Florida**  
**Department of Financial Services**

Bureau of Licensing  
Revenue Processing Section  
Post Office Box 6100  
Tallahassee, FL 32314-6100

Company Code \_\_\_\_\_

**Appointment Form**  
**Print or Type**

**Part I (State Appointment)**

SECTION: 1	2	3	4	5	6
License Number	Last Name, First Name and Middle Initial	Business County Code*	Type & Class	Appt. Fee	Appointment Date

\*The County Codes are listed below and noted as the number preceding the county name, for example, the Country Code for Columbia County is 29.

**Part II (Must be completed if applying for NONRESIDENT ONLY – \*County Appointments.)**

Licensee must have a state appointment (\$60.00) for your company. In addition, indicate the counties in which you wish the agent to be appointed by marking the appropriate boxes (\$6.00 per county). If you wish the agent to be appointed in all Florida counties, mark the appropriate box (\$402). **\*NOTE: Pursuant to Section 624.505 (2), Florida Statutes, in addition to a state appointment, if a nonresident agent personally solicits insurance in Florida, a county appointment is required for each county in which he/she personally solicits. The county fee is \$6 per county.**

- |  |   |  |  |   |
|--|---|--|--|---|
| <input type="checkbox"/> 01 Dade C \$6         | <input type="checkbox"/> 15 Manatee C \$6   | <input type="checkbox"/> 29 Columbia C \$6     | <input type="checkbox"/> 43 Okaloosa C \$6   | <input type="checkbox"/> 57 Okeechobee C \$6    |
| <input type="checkbox"/> 02 Duval C \$6        | <input type="checkbox"/> 16 Sarasota C \$6  | <input type="checkbox"/> 30 Hardee C \$6       | <input type="checkbox"/> 44 Sumter C \$6     | <input type="checkbox"/> 58 Calhoun C \$6       |
| <input type="checkbox"/> 03 Hillsborough C \$6 | <input type="checkbox"/> 17 Seminole C \$6  | <input type="checkbox"/> 31 Suwannee C \$6     | <input type="checkbox"/> 45 Bradford C \$6   | <input type="checkbox"/> 59 Franklin C \$6      |
| <input type="checkbox"/> 04 Pinellas C \$6     | <input type="checkbox"/> 18 Lee C \$6       | <input type="checkbox"/> 32 Indian River C \$6 | <input type="checkbox"/> 46 Jefferson C \$6  | <input type="checkbox"/> 60 Glades C \$6        |
| <input type="checkbox"/> 05 Polk C \$6         | <input type="checkbox"/> 19 Brevard C \$6   | <input type="checkbox"/> 33 Santa Rosa C \$6   | <input type="checkbox"/> 47 Citrus C \$6     | <input type="checkbox"/> 61 Flagler C \$6       |
| <input type="checkbox"/> 06 Palm Beach C \$6   | <input type="checkbox"/> 20 St. Johns C \$6 | <input type="checkbox"/> 34 Desoto C \$6       | <input type="checkbox"/> 48 Clay C \$6       | <input type="checkbox"/> 62 Lafayette C \$6     |
| <input type="checkbox"/> 07 Orange C \$6       | <input type="checkbox"/> 21 Gadsden C \$6   | <input type="checkbox"/> 35 Madison C \$6      | <input type="checkbox"/> 49 Hendry C \$6     | <input type="checkbox"/> 63 Union C \$6         |
| <input type="checkbox"/> 08 Volusia C \$6      | <input type="checkbox"/> 22 Putnam C \$6    | <input type="checkbox"/> 36 Walton C \$6       | <input type="checkbox"/> 50 Washington C \$6 | <input type="checkbox"/> 64 Collier C \$6       |
| <input type="checkbox"/> 09 Escambia C \$6     | <input type="checkbox"/> 23 Bay C \$6       | <input type="checkbox"/> 37 Taylor C \$6       | <input type="checkbox"/> 51 Holmes C \$6     | <input type="checkbox"/> 65 Wakulla C \$6       |
| <input type="checkbox"/> 10 Broward C \$6      | <input type="checkbox"/> 24 St. Lucie C \$6 | <input type="checkbox"/> 38 Monroe C \$6       | <input type="checkbox"/> 52 Baker C \$6      | <input type="checkbox"/> 66 Gulf C \$6          |
| <input type="checkbox"/> 11 Alachua C \$6      | <input type="checkbox"/> 25 Jackson C \$6   | <input type="checkbox"/> 39 Levy C \$6         | <input type="checkbox"/> 53 Charlotte C \$6  | <input type="checkbox"/> 67 Liberty C \$6       |
| <input type="checkbox"/> 12 Lake C \$6         | <input type="checkbox"/> 26 Osceola C \$6   | <input type="checkbox"/> 40 Hernando C \$6     | <input type="checkbox"/> 54 Dixie C \$6      |   |
| <input type="checkbox"/> 13 Leon C \$6         | <input type="checkbox"/> 27 Highlands C \$6 | <input type="checkbox"/> 41 Nassau C \$6       | <input type="checkbox"/> 55 Gilchrist C \$6  |   |
| <input type="checkbox"/> 14 Marion C \$6       | <input type="checkbox"/> 28 Pasco C \$6     | <input type="checkbox"/> 42 Martin C \$6       | <input type="checkbox"/> 56 Hamilton C \$6   | <input type="checkbox"/> 111 All Counties \$402 |

**Part III (MUST BE COMPLETED)**

I, the undersigned, certify that the person, for whom this appointment is requested, has been thoroughly investigated as to integrity and character: that his/her reputation and moral character is good; and he/she is trustworthy. I have verified that the person listed in this submittal has not pled guilty or nolo contendere (no contest) to or been found guilty of a felony or a crime punishable by imprisonment of 1 year or more since becoming licensed for the type and class of appointment(s) requested herein.

I further certify that the appointing entity has or will furnish any information relating to the licensee as required by law and that the appointing entity is willing to be bound by the acts of the person being appointed. I certify that sections 626.451, 626.7453, 626.8419, 626.8421, and/or 635.051, F.S., will be adhered to as they relate to the particular class of appointment being made.

If appointing a nonresident agent/adjuster, I certify that the nonresident agent/adjuster listed is currently qualified and licensed in good standing through the insurance department of his/her state of residence for the class of appointment submitted.

If appointing a title agency, I certify that the title agency listed has obtained errors and omissions insurance in an amount acceptable to us but not less than \$250,000 per claim and an aggregate limit with a deductible no greater than \$10,000, has obtained a fidelity bond in an amount acceptable to us, but not less than \$50,000, and has obtained a surety bond in an amount not less than \$35,000 made payable to the title insurer or title insurers appointing the agency.

If appointing a customer representative or limited customer representative, a licensed and appointed general lines agent must sign as the Appointing Official when appointing a customer representative or limited customer representative. The general lines agent must complete and submit form DFS-H2-1124 - "DESIGNATION OF SUPERVISING AGENT" to the Department along with this form. Please retain a copy in your agency records.

FEES ENCLOSED				
Appointment Fees	CODE	Amt	#	Total
Initial Appt Fee		\$60	=	\$ _____
Appt Late Fee	7100J	\$250	=	\$ _____
Renewal Appt Fee		\$60	X _____	= \$ _____
Renewal Late Fee	7101J	\$25	X _____	= \$ _____
County Appt Fee		\$6	X _____	= \$ _____
<b>Total Amount</b>				<b>\$ _____</b>

\_\_\_\_\_  
Signature of the Appointing Official

\_\_\_\_\_  
Print or Type Name of Appointing Entity Official

\_\_\_\_\_  
Appointing Official Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
License ID# (if applicable)

## State Appointment Fee

### CLASSES OF INSURANCE SORTED BY DESCRIPTION

<u>DESCRIPTION</u>	<u>CLASS</u>	<u>FEES</u>
All Lines Adjuster	6-20	\$60
All Lines Public Adjuster	3-20	\$60
All Lines Public Adjuster Apprentice	31-20	\$60
Baggage & Motor Vehicle Excess Liability	2-23	\$60
Credit	2-29	\$60
Crop Hail & Multi-peril Crop	4-30	\$60
Customer Representative	4-40	\$60
Firm Nonresident Reinsurance Broker	0-67	\$60
Firm Nonresident Reinsurance Manager	0-68	\$60
Firm Resident Reinsurance Broker	0-65	\$60
Firm Resident Reinsurance Manager	0-66	\$60
General Lines (Prop. & Cas. Ins.)	2-20	\$60
Health	2-40	\$60
Home Warranty Representative	2-51	\$60
In-transit & Storage Personal Property	2-31	\$60
Individual Nonresident Reinsurance Broker	0-63	\$60
Individual Nonresident Reinsurance Manager	0-64	\$60
Individual Resident Reinsurance Broker	0-61	\$60
Individual Resident Reinsurance Manager	0-62	\$60
Industrial Fire or Burglary	2-33	\$60
Legal Expense	2-56	\$60
Life	2-16	\$60
Life & Health	2-18	\$60
Life, Health and Variable Annuity	2-15	\$60
Life & Variable Annuity	2-14	\$60
Managing General Agent	0-60	\$60
Military Registration (Life Insurance)	0-93	\$60
Motor Veh. Phy. Dam. & Mech. Brkdwn.	2-21	\$60
Motor Vehicle Service Agreement Salesperson	2-53	\$60
Nonresident All Lines Adjuster	7-20	\$60
Nonresident All Lines Public Adjuster	73-20	\$60
Nonresident Credit	9-29	\$60
Nonresident Customer Representative	9-40	\$60
Nonresident Gen. Lines (Prop. & Cas. Ins.)	9-20	\$60
Nonresident Health	8-40	\$60
Nonresident Industrial Fire & Burglary	9-33	\$60
Nonresident Legal Expense	9-56	\$60
Nonresident Life	8-16	\$60
Nonresident Life & Health	8-18	\$60
Nonresident Life, Health & Variable Annuity	8-15	\$60
Nonresident Life & Variable Annuity	8-14	\$60
Nonresident Mtr. Veh. Phy. Dam. & Mech. Brkdwn	9-21	\$60
Nonresident Personal Lines	90-44	\$60
Nonresident Portable Electronics	9-32	\$60
Nonresident Portable Electronics Lead	90-32	\$60
Nonresident Surplus Lines	91-20	\$150
Nonresident Title Agency	4-13	\$60
Nonresident Title Agent	94-13	\$60
Nonresident Viatical Settlement Broker	8-66	\$60
Personal Lines	20-44	\$60
Portable Electronics	2-32	\$60
Portable Electronics Lead	20-32	\$60
Service Representative	0-55	\$60
Service Warranty Representative	2-52	\$60
Surplus Lines	1-20	\$150
Title Agency	4-12	\$60
Title Agent	4-10	\$60
Travel	2-41	\$60
Viatical Settlement Broker	2-66	\$60

### CLASSES OF INSURANCE SORTED BY CLASS

<u>DESCRIPTION</u>	<u>CLASS</u>	<u>FEES</u>
Service Representative	0-55	\$60
Managing General Agent	0-60	\$60
Individual Resident Reinsurance Broker	0-61	\$60
Individual Resident Reinsurance Manager	0-62	\$60
Individual Nonresident Reinsurance Broker	0-63	\$60
Individual Nonresident Reinsurance Manager	0-64	\$60
Firm Resident Reinsurance Broker	0-65	\$60
Firm Resident Reinsurance Manager	0-66	\$60
Firm Nonresident Reinsurance Broker	0-67	\$60
Firm Nonresident Reinsurance Manager	0-68	\$60
Military Registration (Life Insurance)	0-93	\$20
Surplus Lines	1-20	\$150
Life including Variable Annuity	2-14	\$60
Life, Health and Variable Annuity	2-15	\$60
Life	2-16	\$60
Life & Health	2-18	\$60
General Lines (Prop. & Cas. Ins.)	2-20	\$60
Motor. Veh. Phy. Dam. & Mech. Brkdwn.	2-21	\$60
Baggage & Motor Vehicle Excess Liability	2-23	\$60
Credit	2-29	\$60
In-transit & Storage Personal Property	2-31	\$60
Portable Electronics	2-32	\$60
Industrial Fire or Burglary	2-33	\$60
Health	2-40	\$60
Travel	2-41	\$60
Home Warranty Representative	2-51	\$60
Service Warranty Representative	2-52	\$60
Motor Vehicle Service Agreement Salesperson	2-53	\$60
Legal Expense	2-56	\$60
Viatical Settlement Broker	2-66	\$60
All Lines Public Adjuster	3-20	\$60
Title Agent	4-10	\$60
Title Agency	4-12	\$60
Nonresident Title Agency	4-13	\$60
Crop Hail & Multi-peril Crop	4-30	\$60
Customer Representative	4-40	\$60
All Lines Adjuster	6-20	\$60
Nonresident All Lines Adjuster	7-20	\$60
Nonresident Life & Variable Annuity	8-14	\$60
Nonresident Life, Health & Variable Annuity	8-15	\$60
Nonresident Life	8-16	\$60
Nonresident Life & Health	8-18	\$60
Nonresident Health	8-40	\$60
Nonresident Viatical Settlement Broker	8-66	\$60
Nonresident Gen. Lines (Prop. & Cas. Ins.)	9-20	\$60
Nonresident Mtr. Veh. Phy. Dam. & Mech. Brkdwn	9-21	\$60
Nonresident Credit	9-29	\$60
Nonresident Portable Electronics	9-32	\$60
Nonresident Industrial Fire & Burglary	9-33	\$60
Nonresident Customer Representative	9-40	\$60
Nonresident Legal Expense	9-56	\$60
Portable Electronics Lead	20-32	\$60
Personal Lines	20-44	\$60
All Lines Public Adjuster Apprentice	31-20	\$60
Nonresident All Lines Public Adjuster	73-20	\$60
Nonresident Portable Electronics Lead	90-32	\$60
Nonresident Personal Lines	90-44	\$60
Nonresident Surplus Lines	91-20	\$150
Nonresident Title Agent	94-13	\$60