

RE: North Carolina Department of Insurance License Renewal

You are receiving this e-mail because the annual **North Carolina Department of Insurance <insert license type> license renewal** is due by March 31, 2017 for **<entity-name> – and FEIN <Fein number>** and this is the e-mail address listed on the license record. If this is not the correct e-mail address or if you have any questions, please do not reply to this e-mail; you may send any e-mail inquiries to: northcarolinalicensingoffice@pearson.com.

Please follow the steps below to make your NC license renewal payment:

1. On the Internet, go to www.nipr.com
2. Follow the links to either resident or non-resident license renewals. You will be asked to identify your resident state and enter your active resident state license number to access your license renewal application. **NC residents** - the NC license number for individuals is your National Producer Number (NPN) and for business entities it is your Federal Identification Number (FEIN) **without dashes**.

NPN Lookup is available on NIPR website: <https://pdb.nipr.com/html/PacNpnSearch.html>

In order to renew your North Carolina Department of Insurance license, you are required to complete a renewal application and pay the applicable license renewal fee through NIPR. Failure to complete the renewal application and pay the renewal fee through NIPR by 5/30/17 will result in your license expiring effective 3/31/2017.

If you have any questions regarding this license renewal process, contact:

- North Carolina Licensing Office of Pearson VUE – 866-265-6329 or e-mail at northcarolinalicensingoffice@pearson.com (business hours: 8 a.m.- 6:00 p.m. ET, M-F)
- NIPR Customer Service - customerservice@nipr.com or (855) 674-6477 for assistance with electronic applications.

E-mail Address Required

Effective January 1, 2010, all licensees are required to provide the Commissioner a valid e-mail address pursuant to N.C.G.S. 58-2-69(b). Failure to update residential address or e-mail within 10 business days shall result in a \$50.00 fee. Individuals and business entities can use the online form through the following link to submit an updated e-mail address:

<http://www.statebasedsystems.com/EmailAddressMaintenance.htm>