

FAQs Surplus Lines 9/1 Renewals

1. What 9/1 renewals are due by 8/31/2016?

Resident and non-resident renewals for the following:

Individual - Surplus Lines License

Business Entities - Surplus Lines License

2. What are the renewal fees this year?

Individual renewal fee is \$50.00 plus \$40.00 Renewal Processing Fee = Total Due \$90.00

Business Entities renewal fee is \$100.00 plus \$40 Renewal Processing Fee = Total Due \$140.00

3. What is the NC Licensing Office?

Pearson VUE has been contracted by the North Carolina Department of Insurance, Agent Services Division (ASD) to perform back-office license administrative functions. The ASD staff will continue to perform the regulatory duties that are important to the protection of the life, health, safety and welfare of the North Carolina citizens. Pearson VUE charges applicants/licenseses a fee for new and renewal application processing services that is in addition to current state license fees.

4. What are the NC Licensing Office hours?

Office hours are Monday - Friday from 8AM to 6PM

5. What is the phone number to contact the NC Licensing Office?

Office toll-free phone number is 866-265-6329.

6. I've lost the address of where to mail my supporting renewal application documents?

By USPS:

North Carolina, State of DOI

PO Box 742175

Atlanta, GA 30374-2175

By Overnight:

Bank of America Lockbox Services

Lockbox 742175

6000 Feldwood Road

College Park, GA 30349

7. Where do I fax supporting renewal application documents?

Your documents can be faxed to the NC Licensing Office at: 888-959-3010

8. Where is the NC Licensing Office located?

Office location is:

3128 Suite 260 Highwoods Blvd., Raleigh, North Carolina 27604.

9. How do I apply for "initial" surplus lines individual or business entity license and what are the fees?

Complete an online resident or non-resident initial application through the National Insurance Producer Registry (NIPR) at <http://www.nipr.com/index.htm> .

Individual initial license fees are \$50.00 plus a \$50.00 Application Processing Fee = Total Due \$100.00.

Business Entity initial license fees are \$100.00 plus a \$50.00 Application Processing Fee = Total Due \$150.00.

10. Where do I find the renewal option for Business Entities on the NIPR website?

To access the online renewal Business Entities Resident, licensees will select the “RENEW” button on the top middle of the web page. The next screen select from the right side of the web page. Select the Type of application, then choose North Carolina. The next web page has tabs near the to select if you are applying for a Business or an Individual License. Make the selection and click on “Apply Here ”on the appropriate page. When you click on “APPLY HERE” you will be taken to the User Agreement. When the “User Agreement” is accepted, you will be taken to the online electronic application.

11. How do we update the DRLP (Designated Responsible Licensed Producer) on the Business Entity renewal?

When you access the NIPR renewal application online you will get to a screen and field that will require you to enter a DRLP. You must enter a DRLP that has an active North Carolina license, whether it is a resident license or a non-resident license.

12. What are the requirements for a DRLP?

The DRLP must hold an active Resident or Non Resident North Carolina individual producer or surplus lines license.

13. What is the resident license number in North Carolina?

Individuals - National Producer Number (NPN) is the license number
Business Entities will use their FEIN number in the FEIN and License Number field. NPN number is not required to renew online for Business Entities.

14. What is the non-resident license number?

The National Producer Database (PDB) identifies the resident state for individuals. If you check PDB, find the license number listed by the resident state.

15. Does the licensee enter leading zeros in the NPN?

No, the NPN is entered without leading zeros.

16. What is the renewal period?

Anyone issued a Surplus Lines License on or before 7/1/2016 must renew their license through NIPR or their license will expire 8/31/2016. Surplus Lines Licenses issued on and after 7/2/2016 will not need to renew their license until 8/31/2017. The license expiration date for these new licenses should reflect 8/31/2017 indicating that a renewal is not due until the next renewal period.

17. What do I do if I did not access the renewal prior to 8/31/2016?

The NIPR online renewal can be accessed 60 days prior to 8/31 and 60 days after the license expiration date until 10/31. The license authority expires on 8/31/16 until renewed.

18. Are NIPR renewals mandatory?

Yes. Completing an electronic renewal application is mandatory. For licensees that experience technical issues with their NIPR renewal application, there is an accommodation renewal form that upon request the North Carolina Licensing Office of Pearson VUE can send to the Licensee to complete the renewal in lieu of NIPR application.

19. Is the Accommodation Renewal Form posted on the NCDOI website?

No - the Licensee must contact the North Carolina Licensing Office of Pearson VUE and provide details as to why they are not able to access the renewal online thru NIPR. The Accommodation Renewal Form is provided after the North Carolina Licensing Office of Pearson VUE is able to verify that online renewal is not accessible.

20. Can one renewal check be sent to ASD with the Accommodation Renewal Form if they are requesting the renewal of multiple licenses?

Yes, one check MAY be sent in, but a separate Accommodation Renewal Form is required for each license.

21. What is the Federal Nonadmitted and Reinsurance Reform Act (NRRA)?

Effective July 21, 2011, the Nonadmitted and Reinsurance Reform Act of 2010 (NRRA) provides that only an insured's "home state" may require the payment of premium tax for nonadmitted insurance. Moreover, the NRRA subjects the placement of nonadmitted insurance solely to the statutory and regulatory requirements of the insured's home state, and provides that only the insured's home state may require a surplus lines broker to be licensed to sell, solicit or negotiate nonadmitted insurance with respect to such insured.

22. Is a Non-Resident surplus lines licensee required to be licensed in North Carolina based on the NRRA?

The Department has issued Bulletin 11-B-07 to outline the NRRA regulatory changes will affect licensure requirements in North Carolina. Each Surplus Lines licensee should fully review Bulletin 11-B-07 to determine their specific North Carolina licensure requirements prior to completing their surplus lines license renewal. Bulletin 11-B-07 is posted under Hot Topics on the Department's website in the following location:

<http://www.ncdoi.com/LS/Documents/Bulletins/2011/11-B-07%20-%20Implementation%20Of%20The%20Federal%20Nonadmitted%20And%20Reinsurance%20Reform%20Act%20In%20NC.pdf>

23. Can a Non-Resident NC surplus lines Licensee submit surplus lines tax directly to NCDOI?

No. N.C. General Statute 58-21-85(b) requires every report (Form F) to be countersigned by a NC resident surplus lines licensee or NC regulatory support organization (NCSLA).

24. Who is responsible for the payment of surplus lines tax required under NCGS 58-21-85?

The North Carolina resident surplus lines licensee is responsible for the payment of the surplus lines tax with the submission of the quarterly bill. The North Carolina resident surplus lines licensee may be a corporate entity, partnership, or an individual.