

AGENT SERVICES

**TO: Insurance Companies
Interested Parties**

FROM: Etta Maynard

DATE: October 1, 2010

RE: Changes to Resident Licensing Process

Effective October 1, 2010, the following licensing procedures will apply to individuals applying for a North Carolina resident producer or agent license:

*Criminal History Background Check- Initial insurance producer and public adjuster applicants will be required to submit digital fingerprints and pay a fee of \$38.00 for a criminal history background check.

*Required electronic Application and payment of the state's license registration and any other applicable fees via NIPR

*Print Your Own License-once Agent Services Division voluntarily issues a license, a notice will be sent by email advising agent how to print the license via the SBS Connect service at: http://www.ncdoi.com/asd/asd_sbsconnect.asp

We have posted a PowerPoint presentation providing background information and detailed procedures at http://www.ncdoi.com/asd/asd_publications.asp. Please notify applicants, agents and other interested parties of the new procedures such for obtaining a NC resident insurance agent's license. Attached is a "Tip" sheet for quick reference.

Other information to assist you, applicants and others will be posted on our website at www.ncdoi.com on October 1, 2010:

- Insurance Licensing Candidate Guide dated October 1, 2010:
<http://www.asivcs.com/publications/pdf/123400.pdf>
- Resident Fingerprint:
http://www.ncdoi.com/asd/asd_Fingerprint.asp
- Frequently Asked Questions:
http://www.ncdoi.com/asd/asd_licensing_insurance_changes.asp
- NC Resident License Chart:
http://www.ncdoi.com/asd/asd_licensing_insurance_obtain.asp#Insurance_Prelicensing

If you have questions, please call Agent Services Division at (919) 807-6800.

Attachment

NC Department of Insurance
TIPS TO EXPEDITE LICENSE PROCESS AND DECISION

**New Fingerprint Requirements
Resident Applicants Applying for Agent License
Effective October 1, 2010**

Time Service

There will most likely be delays in license issuance for resident applicants because the application, the criminal history background record, and supporting documentation from any screening questions with a “yes” response must be received and reviewed prior to licensure decision.

Companies shall ensure that applicants do not act as an agent before the electronic license is issued.

Companies can assist in improving the license issuance time by making applicants aware of the following tips for these new processes of electronic application, fingerprint submission, and printing their own license.

Electronic Application Tips/NIPR

- After passing the exam, applicants should wait 48-72 hours to complete the resident initial license application via www.nipr.com
- Applicants should review the screening questions in the candidate guide as they must submit them for state review for “YES” responses.
 - Applicants should scan the documents prior to signing on to NIPR.
 - Use the Attachment Warehouse function when completing the application to attach the documents required with “Yes” to one or more screening questions (If you forget, you can submit them later).
- Applicants should have their credit card or electronic check information readily available to make payment for:
 - application registration fee for NCDOI
 - criminal history background check fee for NC SBI – *if applicable*
 - NIPR transaction fee
 - Upon completing the application, applicants should PRINT THEIR TRANSACTION CONFIRMATION NUMBER from NIPR.

Fingerprint Submission Tips

- Review the 2010 Resident Insurance Producer Fingerprint Submission Instructions posted for applicants on the Departments website at:
http://www.ncdoi.com/asd/asd_applications_forms.asp under forms for insurance licensing. *Note Public adjusters have separate instructions/forms.*
 - Applicant prints the Electronic Fingerprint Submission Release of Information and the SBI Authority for Release of Information (2 separate forms)
 - Applicant takes forms to a local law enforcement agency for digital fingerprints after calling to determine days/hours for fingerprinting service.
 - Applicant must take a photo ID and the SBI forms.
 - The local law enforcement agency may require a fee to take the fingerprint impressions

- Obtain the signature of the person at local law enforcement on the SBI forms
- The applicant sends the completed SBI forms to the Agent Services Division and INCLUDE the NIPR application transaction screen page AND a copy of the Pearson VUE PASS notice if a license exam was also completed. Fax to (919) 715-3794 or scan documents and send via email to ASDResidentLicensing@ncdoi.gov
- The law enforcement agency will electronically send the fingerprint impressions to SBI/FBI.
- SBI will then MAIL the criminal history record check to Agent Services Division
- Agent Services Division will match the criminal history record check to the pending NIPR electronic application.
- Agent Services Division will then review the criminal history with other application information to make a decision to voluntarily issue a license or to deny.
- Agent Services will notify applicant of denial or send an email to print license.

Print Your Own License Tips/SBS Connect

- Wait 24-48 hours after receiving the e-mail notification
- Access SBS Connect through the link provided in the e-mail message at http://www.ncdoi.com/asd/asd_sbsconnect.asp
- Follow the steps to set up a free account and establish a password
 - Once enrolled, it is quick and easy to click on the option “Print Your License”
- Be sure to **save your** license record to a file on your computer in case of printer problems.
 - The first time to print is free. For additional copies of a license purchase a yearly subscription to NAIC Online Licensee Services <https://sbs-nc.naic.org/Lion-Web/jsp/onlineserv/profile.jsp>