

**AGENT SERVICES**

**TO:** Insurance Companies  
PLE Providers  
Other Interested Parties

**FROM:** Etta Maynard

**DATE:** February 24, 2011

**RE:** How to Obtain a Resident License in NC-FAST TRACK

Please communicate this **VERY IMPORTANT MESSAGE** to applicants who wish to obtain a resident insurance producer/agent or public adjuster license in NC. Agent Services Division has implemented an internal business process which we call FAST TRACK. However the FAST TRACK process fails when applicants do not follow the steps in sequential order. In fact if the applicant does not follow the steps in order, the result is a delay in licensure decision.

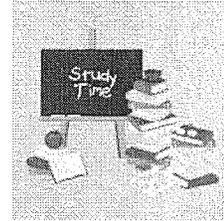
Please see the attached Quick Reference Checklist which is a useful tool. Feel free to copy and distribute as needed or direct applicants to the Department's website at [www.ncdoi.com](http://www.ncdoi.com).

Thank you for your assistance and feel free to call Agent Services Division at (919) 807-6800 if you have questions.

**Attachment-Quick Reference Checklist-How to Obtain a Producer/Public Adjuster License in NC**

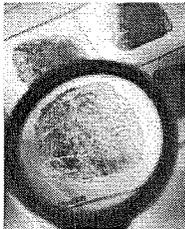
**QUICK REFERENCE CHECKLIST-STEP BY STEP  
HOW TO OBTAIN A PRODUCER OR PUBLIC ADJUSTER LICENSE IN NC**

1. Do you require pre-licensing education? See approved provider list at [www.ncdoi.com](http://www.ncdoi.com) or if not required, skip to # 2.
2. Do you need to pass the NC state exam administered by Pearson Vue? Make a reservation or if not needed skip to # 4.
3. Pearson Vue transmits examination result to NIPR if you pass.
4. All applicants complete electronic application at [www.nipr.com](http://www.nipr.com).
  - **WAIT 48-72 HOURS AFTER PASSING THE TEST**
  - You pay license/fingerprint/processing fees via credit card to NIPR.
  - You upload supporting documentation as required by "YES" responses to the screening questions.



**CAUTION: Step 7-10 should not be done before step 4 because it delays the license review/decision process.**

5. NIPR transmits application electronically to Agent Services Division.  
***Electronic submissions expedite processing.***

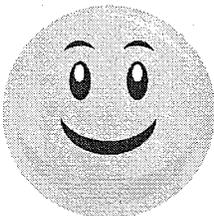
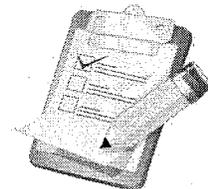


6. Are fingerprints required? Yes- print fingerprint package/forms on website before getting fingerprints taken (#7):
  - a. SBI Electronic Fingerprint Submission Release of Information
  - b. Authority for Release of Information

7. Take forms (#6) to a local law enforcement office which does Live Scan electronic fingerprints-see website. **(DOI will return fingerprint cards)**.  
***Electronic submissions expedite processing.***

8. After prints are taken, law enforcement office signs SBI Electronic Fingerprint Submission Release of Information (#6) and gives to applicant. **You fax all documents in the package to Agent Services Division (919) 715-3794.** We will receive the fax electronically when you use this number; ***electronic submissions expedite processing.***
9. The Live Scan prints are sent to SBI for state and national criminal check via electronic method. SBI sends the criminal history to Agent Services Division.

10. Agent Services must receive following:
  - completed fingerprint packet (if required, see #6)
  - SBI/FBI criminal history (if required, see #9)
  - NIPR application/fees,(required for all)
  - All documents required by "YES" responses to screening questions. for Agent Services to decide to issue or to deny the license.



11. Agent Services reviews application/documents:
  - Voluntarily issues the license-sends email notifying you to print your license.
  - Does not voluntarily issue you license-sends a denial notice.
  - Withdraws your application because you failed to complete your application-sends a withdrawal notice