

## AGENT SERVICES

**TO:** All Insurance Companies  
All Adjusting Companies

**FROM:** Teresa Knowles, Assistant Deputy Commissioner  
Agent Services Division

**DATE:** June 28, 2011

**RE:** NC License Cancellations

Agent Services Division has cancelled certain license types for non-payment of the renewal fee due 3/31/2011. The following license type's authority lapsed effective 3/31/2011 if the annual license renewal fee was not paid:

- Individual licenses for Company/Independent Firm Adjuster, Hail Adjuster, Self-Employed Adjuster, Broker, Viatical Settlement Broker, Public Adjuster, and Motor Vehicle Damage Appraiser.
- Business Entity licenses for Corporation, Partnership, Public Adjuster Business Entity, Auto Rental Limited Lines License, and Self-Service Storage Limited License.

Individuals and business entities have been sent notification of their license cancellation. This notification advises them if they still have a professional requirement for the cancelled license type, they must reapply for licensure and pay the registration fee online at [www.nipr.com](http://www.nipr.com).

North Carolina implemented the new Designated Home State adjuster application so all non-resident individual adjusters (except those that designate NC as their home state for licensing purposes) should use the non-resident adjuster initial license application to re-apply at [www.nipr.com](http://www.nipr.com). Non-resident adjusters that designate NC as their home state for licensing purposes should use the resident initial license application to re-apply for licensure.

If a licensee's records show that the renewal fee was paid, they are instructed to provide us with the following documentation via e-mail to [ASDfinancial@ncdoi.gov](mailto:ASDfinancial@ncdoi.gov):

- If renewal was paid through NIPR, they must send their license information and the NIPR renewal transaction number.
- If renewal was paid through SBS External Renewals, they must send their license information and the SBS renewal transaction number.
- If renewal was paid directly to Agent Services Division, they must send their license information and a copy of the cancelled check (front and back) verifying payment.

Although e-mail is the preferred method to receive the above renewal documentation, they may also fax to ATTN: Financial Section at 919-715-3794. Please contact the Agent Services Division at (919) 807-6800 if you have any questions.