

AGENT SERVICES

TO: All Insurance Companies
All Adjusting Companies

FROM: Agent Services Division

DATE: July 6, 2012

RE: Licenses Lapsed for Non-payment of Annual Renewal Fee

Agent Services Division has lapsed the licenses required to pay the annual license renewal fee by March 31, 2012, for the 2012-2013 license period for non-payment. The following license type's authority lapsed effective 3/31/2012 if they failed to pay the annual license renewal fee:

- Individual licenses for Company/Independent Firm Adjuster, Hail Adjuster, Self-Employed Adjuster, Public Adjuster, Motor Vehicle Damage Appraiser, Broker, and Viatical Settlement Broker.
- Business Entity licenses for Corporation, Partnership, Public Adjuster, Portable Electronics, 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 lapsed license, they must reapply for licensure and pay licensing fees online at http://www.nipr.com/producer_landing.htm.

Pearson VUE provides license administration services for new and renewal insurance applications through the NC Licensing Office of Pearson VUE. A fee for license processing services is included in the licensing fees in addition to all current state license fees. The NC Licensing Office of Pearson VUE can be contacted toll-free at 866-265-6329 or via e-mail to NorthCarolinaLicensingOffice@Pearson.com

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:

- 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, licensees may also fax proof of renewal payment to ATTN: Financial Section at 919-715-3794 or contact the Agent Services Division at (919) 807-6800.