

November 20, 2013

TO: NC Licensed Collection Agencies, Motor Clubs,  
and Premium Finance Companies  
All Other Interested Parties

FR: Teresa Knowles  
Assistant Deputy Commissioner, Agent Services Division

RE: **NEW OnLine Licensure Application – North Carolina License Management System (NCLMS)**

The North Carolina Department of Insurance/Agent Services Division is proud to announce the debut of its on-line application for initial licensure of Non-Insurance Business Entities (NIBE) that are comprised of collection agencies, motor clubs, and premium finance companies. You may recall that the on-line renewal application was implemented in spring 2013.

Since its debut earlier this year, the North Carolina License Management System (NCLMS) has been “tweaked” to improve efficiency and ease of use and now houses both the initial and renewal licensure applications & related forms. Along with completing the electronic application, you’ll have the capability to upload documentation, submit account inquiries, and pay fees using credit card or check. The link to access NCLMS can be found on our website at [www.ncdoi.com/ASD](http://www.ncdoi.com/ASD).

It is important to note that paper applications will no longer be accepted after December 31, 2013 (except in extreme emergencies). ***Applications and forms can no longer be downloaded directly from the NCDOI website;*** however informational documents such as Frequently Asked Questions and Before You Begin have been added. You can access these documents on our website:

1. Go to [www.ncdoi.com/ASD](http://www.ncdoi.com/ASD)
2. Select the relevant entity from the left navigation menu (i.e. collection agency, motor club, etc.)
3. Click the ‘Getting Started’ tab

For your information, we’ve also added a section entitled ‘Status Updates’ that provides guidance on name/address/email updates, ownership changes, licensure certificates, license cancellations, etc. Follow items #1 and #2 stated above, then select the Licensing tab, click on ‘Status Updates.’

If you have questions or need additional information, call the NC Licensing Office of PearsonVUE at (866) 265-6329 or send an email to: [northcarolinalicensingoffice@pearson.com](mailto:northcarolinalicensingoffice@pearson.com).

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