

AGENT SERVICES

TO: All Interested Parties
FROM: Agent Services Division
DATE: February 2, 2016
RE: 2016-2017 NC DEPARTMENT OF INSURANCE LICENSE RENEWAL INVOICE-PAYMENTS DUE 3/31/2016

BROKERS, VIATICAL SETTLEMENT BROKERS, CORPORATIONS, PARTNERSHIPS, AUTO RENTAL AND SELF-STORAGE LIMITED LICENSES, PUBLIC ADJUSTING BUSINESS ENTITIES, PORTABLE ELECTRONICS BUSINESS ENTITIES, AND LIMITED LINES TRAVEL BUSINESS ENTITIES

Please follow the steps below to make your NC Department of Insurance license renewal payment:

1. On the Internet, go to www.nipr.com
2. Follow the links to either resident or non-resident insurance license renewals. You will be asked to identify your resident state and enter your active resident state insurance license number to access your insurance license renewal application. **NC residents** - the NC insurance license number for individuals is your National Producer Number (NPN) and for business entities it is your Federal Identification Number (FEIN) **without dashes**.

NPN Lookup is available on NIPR website: <https://pdb.nipr.com/html/PacNpnSearch.html>

In order to renew your North Carolina Department of Insurance license, you are required to complete a renewal application and pay the applicable license renewal fee through NIPR. Failure to complete the renewal application and pay the renewal fee through NIPR by 5/30/16 will result in your insurance license expiring effective 3/31/2016.

NOTE: On April 17, 2012, the North Carolina Licensing Office of Pearson VUE began providing license administrative services on behalf of the Agent Services Division of the NC Department of Insurance. These services include, but are not limited to, renewal application and new license application processing.

If you have any questions regarding this license renewal process, contact:

- North Carolina Licensing Office of Pearson VUE – 866-265-6329 or e-mail at northcarolinalicensingoffice@pearson.com (business hours: 8 a.m.- 6:00 p.m. ET, M-F)
- NIPR Customer Service - customerservice@nipr.com or (855) 674-6477 for assistance with electronic applications.

E-mail Address Required

Effective January 1, 2010, all licensees are required to provide the Commissioner a valid e-mail address pursuant to N.C.G.S. 58-2-69(b). Failure to update residential address or e-mail within 10 business days shall result in a \$50.00 fee. Individuals and business entities can use the online form through the following link to submit an updated e-mail address:

<http://www.statebasedsystems.com/EmailAddressMaintenance.htm>