

## Applying for a Non-Resident Insurance License

(Updated 4/18/18)

Brokers selling policies to clients based out of state are required to obtain a non-resident license for that state. You can apply for a non-resident license through the National Insurance Producer Registry (NIPR). Follow these steps (note that once you move beyond the initial screens you can save your work, exit and return to your application at any time):

- 1) Click [here](#) to reach the NIPR home page and click "Apply for License." Then:
  - a) Non-Resident Licensing
  - b) Select the state where you need the license
- 2) Review that state's rules. There are rule differences from state to state. Be sure to note which Line Of Authority (LOA) or License Class is appropriate for your purpose. For benefits brokers, most often there will be a "Life/Health" or separate "Life" and "Health" LOA's or License Classes. Then click:
  - a) Apply Here
  - b) Read and Accept the Use Agreement
- 3) Fill in the fields on the Sign In page
  - a) If you need both an individual and a brokerage license, apply first for the individual, then for the brokerage – most states require that an individual in the brokerage be licensed first before the brokerage can be licensed
  - b) If you don't know your National Producer Number, use the last four of your SSN, then Next
- 4) On the Choose Application page, "Start a new application", should be selected, click Next.
  - a) Or if you are returning to an application you started earlier, select that application.
- 5) Select the state(s) for which you need the non-resident license, then Next
- 6) Select the license type – most likely "Producer" then Next
- 7) Select the Lines Of Authority (LOA) or License Class, most likely: Life, Accident and Health.
- 8) Review the fees and hit Next
- 9) Complete all of the screens that follow – they are: Personal Data | Business Data | Mailing Address | Aliases | Affiliations | Employment History | Background Questions | Attestation | Verification Email | Submitter | Fee Details | Receipt | Print | Follow Up |
- 10) Depending on answers to the questions in #9, you may need to submit documents. You'll be provided with instructions on how to do that.
- 11) Submit payment (credit card or PayPal), print receipt for your records.
- 12) You should receive an email confirmation...be sure to read it carefully and save it.
- 13) If no further information is needed, you should receive email notification that your license was approved.
- 14) Once approved, you can print your license by going to the [NIPR home page](#) and clicking on Print My License
- 15) If you have any problems, the folks at NIPR are usually very helpful: (855) 674- 6477  
[customerservice@nipr.com](mailto:customerservice@nipr.com)

We hope you have found these instructions helpful. If you find any errors in these instructions, please let us know: [info@claremontcompanies.com](mailto:info@claremontcompanies.com) and we'll update.