

AGENT SERVICES

TO: All Insurance Companies
All Adjusting Companies

FROM: Teresa Knowles, Assistant Deputy Commissioner
Agent Services Division

DATE: June 28, 2011

RE: Electronic Application for Designated Home State Adjusters

North Carolina Department of Insurance is pleased to announce that the Agent Services Division is now accepting non-resident initial licensing applications for individual Designated Home State (DHS) adjusters through the NIPR electronic application process. This expansion of our electronic processing options for non-resident adjusters will significantly increase the efficiency and time service for DHS adjuster applicants that could previously only apply through a paper application process.

Non-resident adjusters not licensed in their resident state that currently hold at least one active adjuster license can now apply for a non-resident adjuster license in North Carolina through www.nipr.com. If the non-resident adjuster applicant does not have a resident state in the Producer Database (PDB), they will be able to select a non-resident state to designate as their home state for licensing purposes during the application process.

All non-resident individual adjuster applicants (except those that currently designate North Carolina as their home state) should now use the NIPR [non-resident adjuster application](#) when applying for either their initial adjuster license or reinstatement of an inactive adjuster license in North Carolina.

In order to clarify this new non-resident adjuster application process, there is a DHS Adjuster Frequently Asked Questions (FAQS) document posted on the Department's website www.ncdoi.com under FAQS for Agent, Adjuster, Agency in the following location:
http://www.ncdoi.com/asd/asd_faq.asp

Please contact the Agent Services Division at (919) 807-6800 if you have any questions.

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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.

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. 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:

- 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.