

FREQUENTLY ASKED QUESTIONS

For Agency Licensing

1. How do I obtain a resident Nebraska insurance agency license?

You may apply online for the Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

2. How do I obtain a non-resident Nebraska insurance agency license?

You may apply online for the Non-Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

**Please Note – If you do not have an agency license in your Home State, then you will not be able to apply for your non-resident NE license online.*

3. How do I renew my resident insurance agency license?

Business entity licenses issued under the Insurance Producers Licensing Act shall expire on April 30 of each even year. For all other business entity license types please see the [License Renewal Guide](#) for details. Agency licenses may be renewed within ninety days before their expiration date. Agency insurance licenses can be renewed online at www.nipr.com. Renewal notices are emailed to you approximately 60 days prior to your expiration date.

4. How do I renew my non-resident insurance agency license?

You may renew a Non-Resident Business Entity license online at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

**Please Note – If you do not have an agency license in your Home State, then you will not be able to renew your non-resident NE license online.*

5. How do I reinstate my resident insurance agency license?

You may apply online for the Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

6. How do I reinstate my non-resident insurance agency license?

You may apply online for the Non-Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

**Please Note – If you do not have an agency license in your Home State, then you will not be able to apply for your non-resident NE license online.*

7. How do I update my agency or business address?

Changes to business and mailing addresses or phone numbers, may be updated online at www.nipr.com, or you can download the [Agency Change Request Form](#) from our website. Requests may be mailed, emailed to doi.licensing@Nebraska.gov or faxed to (402) 471-4610.

8. How do I change the designated producer on our agency license?

You can download the [DRLP Amendment Form - 9002A](#) from our website.

9. How do I view the status of my insurance agency license in Nebraska?

You may view the status of your license at the following link: <https://external-lookup-web.prod.naic.org/lookup?jurisdiction=NE&searchType=Licensee&entityType=BE>.

10. How do I check the Designated Responsible Licensed Producer (DRLP) for my agency license?

You can view your agency's license information including the current Designated Responsible Licensed Producer(s) by going to the State Based Systems License Manager page at <https://external-lookup-web.prod.naic.org/lookup?jurisdiction=NE&searchType=Licensee&entityType=BE>.

11. How do I add an affiliated producer to our Surplus Lines agency license?

To add a property and casualty producer to an agency's surplus lines license you can download the [Surplus Lines Agency Affiliation](#) form from our department website.