

# FREQUENTLY ASKED QUESTIONS

## For Producer/Agency Licensing

### Producer Licensing

#### **1. How do I obtain a resident producer license?**

An exam is required for all major lines of authority and some limited lines. Please visit [www.prometric.com](http://www.prometric.com) for information on which exams are offered, exam content, and taking the state exam. After you have passed the state exam, you may apply online at [www.nipr.com](http://www.nipr.com) or download a Resident Producer License [application](#) from our website. The fee is \$50.00.

#### **2. How do I obtain a non-resident producer license?**

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License [application](#) from our website. The fee is \$50.00.

#### **3. I just moved to NE from another state, what is the process to change my resident state to Nebraska?**

You should first change the status of your previous resident license. After you have notification that the change has been completed, download a Resident Producer License [application](#) from our website. The fee is \$50.00. State change requests must be submitted within ninety (90) days of their occurrence.

#### **4. I moved from Nebraska to a new home state, what is the process to change my Nebraska license to a non-resident?**

You should first contact your new home state to obtain your new resident insurance license. Then, download the Non-Resident Producer License [application](#) from our website. Once we receive the complete form and the \$50.00 fee, we will update your Nebraska license to a non-resident.

#### **5. When does my individual producer's license renew?**

All producer licenses shall expire on the last day of the producer's birth month in the first year after issuance in which his or her age is divisible by two. Such producer licenses may be renewed within the ninety-day period before their expiration dates. [See Example](#)

All business entity licenses issued under the Insurance Producers Licensing Act shall expire on April 30 of each year.

#### **6. How do I print my license?**

Licenses may be printed online at [www.statebasedsystems.com/LicensePrint.htm](http://www.statebasedsystems.com/LicensePrint.htm). We no longer mail licenses.

#### **7. I am a veteran; can I be reimbursed for any licensing fees?**

Veterans can be reimbursed for licensing exam fees. The reimbursement [form](#) can be downloaded from our website. For more information, please see the Department of Veterans affairs [website](#).

## 8. How do I update my home or business address and contact information?

Changes to street addresses, phone numbers, or email addresses may be updated online through the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com) or by downloading a [Change Request](#) Form from our website.

## 9. How do I add a new line of authority to my existing license?

If you hold a Nebraska resident license then an exam is required for all major lines of authority and some limited lines. Please visit [www.prometric.com](http://www.prometric.com) for information on which exams are offered, exam content, and taking the state exam. After you have passed the state exam, you may add the new line of authority online at [www.nipr.com](http://www.nipr.com) or download a [Change Request](#) form from our website.

For non-resident producers you can either add the line of authority online at [www.nipr.com](http://www.nipr.com) or download a [Change Request](#) form from our website.

## 10. How do I request a change on the following?

Name  
Date of Birth  
Social Security Number  
Line of Authority

Download and complete the [Change Request](#) form from our website. Requests may be mailed, emailed to [doi.licensing@nebraska.gov](mailto:doi.licensing@nebraska.gov) or faxed to (402) 471-6559.

## 11. How do I renew my resident Nebraska producer license?

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the [Producer License Renewal form](#) along with the renewal fee of \$50.00. Please list your current home and business addresses so we have the correct information on our system. Renewal notices are emailed to you approximately 60 days prior to your expiration dates.

CE providers are allowed up to ten days to upload completed CE so please allow ample time for your license renewal. Late renewals will be assessed a \$40.00 late fee.

## 12. How do I view my continuing education transcript?

Your completed continuing education can be viewed at the following link [www.statebasedsystems.com/EdTranscript.htm](http://www.statebasedsystems.com/EdTranscript.htm).

## 13. How do I renew my non-resident Nebraska producer license?

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the [Producer License Renewal form](#) with a fee of \$50.00. Please list your current home and business addresses so we have the correct information on our system. Renewal notices are emailed to you approximately 60 days prior to your license expiration date.

## 14. Can I late renew my license?

An expired license (30 days or less) may be late renewed online at [www.nipr.com](http://www.nipr.com) or by mailing in the [Producer License Renewal form](#) with a fee of \$90.00. If your license has been expired for longer than 30 days but less than a year, then you can get it reissued by submitting a new application either online or by paper and paying a \$90.00 fee. Resident licensees will also need to have their CE up to date.

**15. How do I reinstate my resident Nebraska producer license?**

You may reinstate online at [www.nipr.com](http://www.nipr.com) or by downloading a Resident Producer License [application](#) from our website. Resident applicants whose license has been expired longer than one year will need to complete the exam requirements.

**16. How do I reinstate my non-resident Nebraska producer license?**

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License [application](#) from our website.

**17. How do I view the status of my producer license in Nebraska?**

You may view the status of your license at [Licensee Look-Up](#).

**18. How often may I repeat a continuing education course?**

A producer may not repeat the same continuing education course for credit within the same two-year renewal period. A course can be retaken if the previous credit was applied towards a prior renewal period.

**19. I have more than the required credits to renew my license.**

**Can I carry them over to the next licensing cycle?**

No, continuing education credits may not be carried over to the next renewal period.

**20. Does the State of Nebraska license insurance adjusters?**

Yes, effective 7/19/2018 a new Public Adjuster license type is available. A license [application](#) and instructions can found on our website.

**21. Can I convert my Insurance Consultant license to a Public Adjuster license?**

No, the public adjuster license is a separate license type. You must submit a new public adjuster application and fees in order to apply for the license. Effective 7/19/2018 Insurance Consultants can no longer perform public adjusting duties and need to apply for the new public adjuster license in order to continue adjusting.

**22. Does your state require clearance letters to issue a resident producer license?**

Nebraska does not require a clearance letter to issue a license.

**23. Can a person whom is not a U.S. citizen obtain a producer license?**

Yes, they must provide proof of work authorization at the time of the initial application and each renewal.

**24. How do I process an appointment or termination of appointment?**

Appointments and appointment terminations must be processed online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com).

# **Agency Licensing**

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

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Resident Agency License [application](#) from our website. The fee is \$50.00.

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

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Agency License [application](#) from our website. The fee is \$50.00.

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

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the fee of \$50.00. Renewal notices are sent approximately 60 days prior to your expiration dates.

*\*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.*

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

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the fee of \$50.00. Renewal notices are sent approximately 60 days prior to your expiration dates.

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

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Resident Agency License [application](#) from our website.

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

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Agency License [application](#) from our website.

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

You can either submit a written request to update an agency address or you can download the [Agency Change Request Form](#) from our website. Requests may be mailed, emailed to [doi.licensing@nebraska.gov](mailto:doi.licensing@nebraska.gov) or faxed to (402) 471-6559.

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

You can download the [Agency License 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 [Licensee Look-Up](#).

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

The only way to view your DLRP information is to print your agency license. This can be done online at [www.statebasedsystems.com/LicensePrint.htm](http://www.statebasedsystems.com/LicensePrint.htm).