Producer Licensing FAQs

*Follow this link for Continuing Education questions.

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- **Where do I find pre-licensing education classes?**
  - Go to [www.sircon.com](http://www.sircon.com), From the quick-start area, click through the “look up education courses” and choose Indiana.
  - Click through the “Approved Courses Inquiry” link. Choose pre-licensing education in the drop down box at the top of the page.
    - Health courses and combined Life & Health courses are found on the Life page.
    - Personal Lines courses are found through the Property & Casualty page.
  - To set up a course, contact the education provider of your choosing.
    - **There are so many education providers, which one should I choose?**
      - The Department of Insurance cannot recommend education providers.
        For your information, a chart of passing state exam rates for all pre-licensing education providers can be found [here](http).

- **How do I register to take the licensing exam?**
  - Test registration is done online [here](http). If this is your first time taking the test please click through the “Applicant Registration” link at the top right of the page.
    - **I have registered before, but I don’t remember my login ID or password.**
      - Or -
    - **I have registered before, but what if my personal information has changed?**
      - Call PAN, the testing vendor support line at **877-449-8378**.
      - If you need to reschedule an exam within 24 hours of your scheduled exam time, email [IDOI_support@panpowered.com](mailto:IDOI_support@panpowered.com).
• **What’s the status of my application?**
  - To review the status of a pending application, please begin with the [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com) websites, depending on where you submitted your application.

• **How do I apply for a license or add on another line of authority to my existing producer license?**
  - A Resident or Non-Resident producer license may be applied for online at [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com). The uniform NAIC paper applications may be accessed online at [http://www.naic.org/paper_licensing/paper_licensing_indiana.htm](http://www.naic.org/paper_licensing/paper_licensing_indiana.htm).
    - **I have been licensed before, what if my personal information has changed?**
      - Please submit your application online as is. You may change your personal information through your [ProducerEDGE](http://www.produceredge.com) account or by [Service Request Form](http://www.indiana.gov/DOI/ServiceRequestForm.htm) after your license has been reactivated. As the department no longer mails licenses, there is no risk of your license being mailed incorrectly.
    - **I’m having trouble with the application, who should I call?**
      - For Sircon/Vertafore please call: (877) 876-4430
      - For NIPR please call: (855) 674-6477

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• **I’m transferring my resident license from/to another state, how do I apply?**
  - To transfer a resident license to Indiana, you must first update your address with your previous state and request a Letter of Clearance from that state, which surrenders your resident license with that state. Then, you may apply for a resident Indiana license online through either [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com). You must attach the Letter of Clearance to the application.
  - Many other states require a Letter of Clearance to transfer a resident license. To obtain a clearance letter from the IDOI please submit the [Service Request Form](http://www.indiana.gov/DOI/ServiceRequestForm.htm) to the department.

• **How do I renew my producer license?**
  - You may renew your license online at [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com). The uniform NAIC paper applications may be accessed online at [http://www.naic.org/paper_licensing/paper_licensing_indiana.htm](http://www.naic.org/paper_licensing/paper_licensing_indiana.htm).
  - Renewal invoices are generated and emailed as a courtesy 60 days in advance of the license expiration date.
  - *I tried to renew through Sircon, but it couldn’t find my invoice.*
- Start from the Sircon home page, click renew a license, individual or firm, choose Indiana, and then click the “Search for a specific license” link.
- If your license has become inactive within the past year you will need to **reinstate it, do not reapply.**
  - Call Megan Canfield at 317-232-5265 or email MCanfield@idoi.in.gov for your particular license reinstatement procedures.

- **What if I didn’t get my renewal notice?**
  - Renewal reminders are sent by email only.
    - If you do not have a correct email address on file with the department no notice will be sent. There is a possibility of an address violation for failure to notify the department of an email address.

  **Renewal notices are sent as a courtesy by the department. It is the responsibility of producers to complete any required continuing education and submit their online renewal applications on time.**

  - If you have completed all Continuing Education requirements for your license and are within 30 days of your expiration date, your renewal invoice will still be open online to be paid.
  - If you need an extension to complete your CE requirements, please submit the CE Extension Request Form and fee before the expiration of your license.

- **I need to:**
  - Change my residential or business address
  - Change my personal or business name
  - Update my email address
  - Correct my SSN/FEIN/DOB
  - Add or remove a designated responsible licensed producer (DRLP) with my business
  - Request a Letter of Clearance
  - Add an assumed business name (agencies only)
  - Cancel my license or a line of authority on my license.
    - Please submit the Service Request Form to the contact at the top of the form.

- **How do I get a copy of my license?**
  - As the department no longer mails paper licenses, a copy can be obtained at www.sircon.com through the “Print a License” link in the quick start area of the home page.
  - **Why is there a charge for my license?**
    - If you have not processed a license renewal or license application through www.sircon.com within the past 30 days they will charge for a copy of the license.
If you choose to sign up for the Sircon/Vertafore ProducerEDGE subscription service the license printing fee is waived.

**What is my Indiana license number or National Producer Number (NPN)?**
- Follow this [link](#) to Indiana's Sircon/Vertafore page and click through the “Find your license number/NPN” link found on the left side of the home page.

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**Contact Information**

Indiana Department of Insurance  
Attn: Agency Licensing  
311 West Washington Street, Suite 103  
Indianapolis, IN 46204  
Fax: 317-232-5251

- **Renewing or Reinstating** your license or have an **Adjuster Licensing** question?  
  - Call Megan Canfield at (317) 232-5265 or email MCanfield@idoi.in.gov

- Applying for a **New Non-Resident** Producer or Agency license or adding on a new line of authority?  
  - Call Beth Miller at (317) 232-2411 or email BEmiller@idoi.in.gov

- Applying for a **New Resident** Producer or Agency license or adding on a new line of authority?  
  - Call Matt Tapp at (317) 232-2414 or email MTapp@idoi.in.gov

- Need to change your personal or agency **Information**?  
  - Call Tina Cain at (317) 232-0688 or email TCain@idoi.in.gov

- Have questions about your **Continuing Education**?  
  - Call Dikitra Jefferson at (317) 232-5858 or email DJefferson@idoi.in.gov

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**Licensing Fees for Individuals and Business Entities**

**Nonresident Retaliatory Fees**
- Producer  IC 27-1-15.6-32
- Application/Renewal
  - Resident: $40
  - Nonresident: $90
- Reinstatement
  - Resident: $160
  - Nonresident: $360

• Surplus Lines  IC 27-1-15.6-32
  - Application/Renewal
    - Resident: $80
    - Nonresident: $120
  - Reinstatement
    - Only nonresident retaliatory states have reinstatement fee

• Independent Adjuster  IC 27-1-28-12, 27-1-28-13, 27-1-28-14 & 27-1-28-17
  - Application/Renewal
    - Resident: $40
    - Nonresident: $90
  - Reinstatement
    - Resident: $80
    - Nonresident: $180
  - All Indiana Designated Home State (DHS) Independent Adjuster licensing fees are the same as Nonresident Independent Adjuster licensing fees.

• Public Adjuster  IC 27-1-24-4
  - Application/Renewal
    - $50

• Consultants  IC 27-1-15.6-23
  - Application/Renewal
    - $40

• Portable Electronic, Self-Storage, & Travel Insurance
  - These license types follow the Producer fees for licensure with no nonresident retaliatory fees.

**Nonresident Retaliatory State Fees**

- IL [http://www.in.gov/doi/files/0528_001.pdf](http://www.in.gov/doi/files/0528_001.pdf) (*Note: Public Adjuster fee is $125, not $250 as listed*)

*New California Fees:

Producer - Individual $154 per line of authority
Producer - Organization $154 per line of authority
Producer - Organization, Credit $371
Limited lines - $154 per line of authority
Surplus Lines - Individual $534
Surplus Lines - Agency/Entity $1070
Public Adjuster - Individual or Entity $120
Independent Adjuster - Individual or Entity $257

Note: California considers a line of authority to Life only, Life, Accident & Health only, Accident & Health only, Property & Casualty only (P&C are combined as one).

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