

## Producer Licensing FAQs

\*Follow this [link](#) for **Continuing Education** questions.

<a href="#">Pre-licensing education classes</a>	<a href="#">Taking the state exam</a>	<a href="#">Apply for a license/Add another line</a>	<a href="#">Transfer a Resident License/ Letter of Clearance</a>	<a href="#">Renew or reinstate a license</a>	<a href="#">A copy of the license</a>
<a href="#">Licensing Fees</a>	<a href="#">Find my Indiana license number or National Producer Number (NPN)?</a>	<a href="#">Change information in a Agent/Agency record</a>	<a href="#">Status of an application</a>	<a href="#">Our address, phone numbers &amp; fax number</a>	

- **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](#).
  
- **How do I register to take the licensing exam?**
  - Test registration is done online [here](#). 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](#) account or by [Service Request Form](#) 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](#) 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](mailto: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](http://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](http://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.

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- **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.

## 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](mailto: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 [BEmler@idoi.in.gov](mailto:BEmler@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](mailto: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](mailto:TCain@idoi.in.gov)
- Have questions about your **Continuing Education**?
  - Call Dikitra Jefferson at (317) 232-5858 or email [DJefferson@idoi.in.gov](mailto: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 IC 27-1-15.9-18, 27-1-16.1-16, & 27-1-15.6-19.7**
  - These license types follow the Producer fees for licensure with no nonresident retaliatory fees.

**Nonresident Retaliatory State Fees**

- IL [http://www.in.gov/idoi/files/0528\\_001.pdf](http://www.in.gov/idoi/files/0528_001.pdf) (\*Note: Public Adjuster fee is \$125, not \$250 as listed)
- \*CA, CT, MA, and NJ [http://in.gov/idoi/files/New\\_Retaliatory\\_Fees\(1\).pdf](http://in.gov/idoi/files/New_Retaliatory_Fees(1).pdf)

\*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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