



The State of New Hampshire Insurance Department

21 South Fruit Street, Suite 14
Concord, NH 03301

Roger A. Sevigny
Commissioner

Alexander K. Feldvebel
Deputy Commissioner

Revised January 01, 2012

PRODUCERS----ADJUSTERS----BUSINESS ENTITIES ADDRESS CHANGE REQUEST

*Adjusters & Producers shall notify this Department within 30 days of an address change.
(Online Address Change Requests cannot be utilized if changing STATE of residence, submit manual request with \$10 fee)*

There are three ways to update address information:

1. Individual Producers and Adjusters with a home state license may change address information electronically without a fee via www.nipr.com
2. **Producers and Adjusters** can change address information electronically by subscribing to our subscription Online Licensee Service; see website for details
3. **Manual Instructions:** Send completed form and fee to "Attention Licensing Division". Please complete all sections. Make checks payable to "NH Insurance Department"
 - **Manually processed address changes require a \$10 fee per NHRSA 400-A:29. Address changes will not be processed manually without the required fee**
 - **License will only be mailed if a \$10 paper license fee accompanies this request, or**
 - **Print new license for free by selecting LICENSE STATUS on our homepage www.nh.gov/insurance**

Licensee Name _____
Social Security Number **or** NH License Number **or** National Producer Number _____

Current residential physical location address (not a post office box)

Street _____
City/Town _____
State and zip code _____

Current business address

Business Name _____
Street _____
City/Town _____
State and zip code _____
Business Email _____
Business Phone _____

Mailing address to receive correspondence and renewal notices

Street/rural route/postal box _____
City/Town _____
State and zip code _____

Licensee Signature and Date _____

Department Use Only: \$10 Processing Fee Received _____
\$10 Paper License Fee Received _____