



# The State of New Hampshire Insurance Department

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[www.nh.gov/insurance](http://www.nh.gov/insurance)

Roger A. Seigny  
Commissioner

Alex Feldvebel  
Deputy Commissioner

**To: All Interested Parties**

**From: NH Licensing Division**

**Date: November 14, 2014**

**Re: EMAIL ADDRESSES REQUIRED  
Future NH Department Producer and Adjuster Licensing Renewal Notices**

Effective Jan 1, 2015 our courtesy renewal reminder notifications will only be emailed to the business email address on file with this Department approximately 60 days prior to expiration. We will no longer mail reminders.

Per NH RSA 402-J:7(VI) the department shall be informed of any address changes within 30 days of the change. DO NOT DELAY updating email addresses.

To add or update an email address: <http://www.statebasedsystems.com/EmailAddressMaintenance.htm>

To update an address : [www.nipr.com](http://www.nipr.com)

Links to update emails, addresses and renew licenses are also on our website: [www.nh.gov/insurance](http://www.nh.gov/insurance)

## **The NH renewal period begins 60 days prior to license expiration.**

- Individual producer renewal period opens 60 days prior to the last day of the individual's birth month.
- Business entity renewal period opens April 2
- Adjuster license renewal period opens Aug 2

In order to renew a NH Department of Insurance License, a renewal application must be completed and the applicable renewal fee be paid through NIPR at [www.nipr.com](http://www.nipr.com) prior to midnight on the day of expiration.

- **Resident Producers and Adjusters** holding licenses in the major lines of authority must be CE compliant before one can renew.
- **Non-Resident Producers** must be actively licensed in their resident state for the lines of authority held in NH in order to renew.
- **For Non-Resident Adjusters** declaring NH their "designated home state", NH CE compliance is required before one can renew.

## **Non-receipt of an email notice does not negate the responsibility of the licensee to renew the license.**

Failure to complete the renewal application and pay the appropriate renewal fee through NIPR by the expiration date of the license will result in the termination of the license and all related appointments. To reinstate an expired license, a **new** online application is required. Fee to reinstate an expired license is 2x the license fee.

Any questions? contact [Producerquestions@ins.nh.gov](mailto:Producerquestions@ins.nh.gov)