

*Effective with January 2015 renewals, the department will no longer be mailing out renewal reminders. Non-receipt of the renewal reminder email does not negate the responsibility of the producer to renew their license.*



## The State of New Hampshire Insurance Department

21 South Fruit Street Ste 14  
Concord NH 03301  
[www.nh.gov/insurance](http://www.nh.gov/insurance)

Electronic renewals can be processed beginning 60 days prior to license expiration and ending at midnight on the day of expiration. There is no grace period.

The NH Insurance Department requires Producers to renew their license online with the National Association of Insurance Commissioners (NAIC) at the National Insurance Producer Registry (NIPR)

- \*Renew online at [www.nipr.com](http://www.nipr.com) Renewal fee for a 2 year license is \$150. Paid by credit card or electronic check.
- **RESIDENT PRODUCERS** must be compliant with their continuing education requirement prior to renewing online.  
**Continuing education is due 60 days prior to license expiration.**  
**Residents compliant by the CE due date can renew at the \$150 fee.**  
If CE is completed after due date but before expiration the additional late ce fee of \$50 is required.  
If CE is completed after expiration the fee is \$300 to reinstate an expired license.  
Continuing Education Information can be found on our website under the PRODUCER/ADJUSTER tab, then Continuing Education bullet.
- **NON-RESIDENT PRODUCERS** must be actively licensed in their resident state for the same lines of authority held in NH.
- Failure to renew by the expiration date will result in cancellation of your license and appointments.  
To reinstate after expiration: a new producer application and fee of \$300 will be required, per RSA: 402-J-7 (\$150 License fee +\$150 late fee). Process reinstatements at [www.nipr.com](http://www.nipr.com), select "NEW LICENSE"
- Address changes cannot be made during the renewal process. If your addresses have changed, process the separate Address Change Request on the NIPR website [www.nipr.com](http://www.nipr.com).
- To Verify your license information, View your Continuing Education transcript or Print your license go to our [www.nh.gov/insurance](http://www.nh.gov/insurance). Select the tab License Status.
- *Effective with January 2015 renewals, the department will no longer be mailing out renewal reminders. It will be imperative that you keep us informed of a current email address for future notifications. This can be updated through our website, select the tab FOR PRODUCER/ADJUSTER or <http://www.statebasedsystems.com/EmailAddressMaintenance.htm> or <http://www.statebasedsystems.com>*

Please contact NIPR Customer Service at [customerservice@nipr.com](mailto:customerservice@nipr.com) with any questions or for additional information.

\*A few limited line producers are not licensed in the resident state and are not eligible to renew online. Any applications received from individuals that are able to renew online will be returned. Residents of the following locations with the following authorities: MA Title; VA Travel; ME,FL,TX, IA NJ, MA, IL, OH ,VT Motor Vehicle Road Service and Canadian residents are to mail in the form from our website.  
[http://www.nh.gov/insurance/producers/documents/lim\\_line\\_nr\\_renew2015ir\\_app.pdf](http://www.nh.gov/insurance/producers/documents/lim_line_nr_renew2015ir_app.pdf)