



# IMPORTANT INFORMATION FOR INDIVIDUAL PRODUCERS

## DEPARTMENT OF INSURANCE CONTACT INFORMATION

Email: [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

Web Site: [www.doi.idaho.gov](http://www.doi.idaho.gov)

**Idaho Department of Insurance**

700 W State St Fl 3

Phone: 208/334-4339

PO Box 83720

Fax: 208/334-4398

Boise, ID 83720-0043

**SIGN UP** ON OUR WEBSITE TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!

**\*Keep this document in electronic format to preserve the links\***  
**Check the [website](#) occasionally for updated versions of this form.**

## DEFINITION OF PRODUCER

- Producer: individual or business entity required to be licensed under the laws of this state to *sell, solicit or negotiate insurance*.

## THE LICENSE

- This license is the property of the State of Idaho and issued to the producer, who is responsible for its safekeeping.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, it is your responsibility to provide a [Dissolution of License Affidavit](#).

## ADDRESS CHANGES

- Per [§41-1008 \(6\)](#), all producers must inform the Department of Insurance *within 30 days* of any change of address. Please go to [www.nipr.com](http://www.nipr.com) to report a change of address.
- NOTE: you can also perform a **State-to-State** change of address as long as you are licensed in the new domicile state and that is verifiable on PDB.
- CCR allows changing an email or phone as well as address information.
- This service will report the change to all the states in which you are licensed if you choose to do so.
- Idaho does not charge a fee for address changes.

## LICENSE RENEWALS

- Licenses are issued for 2 years and expire at the end of the producers' birth month. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" reminder approximately six (6) weeks prior to your expiration date. **You do not need to receive this notice in order to renew your license.** Please go to [www.nipr.com](http://www.nipr.com) or [www.sircon.com](http://www.sircon.com) to renew online or to [www.doi.idaho.gov](http://www.doi.idaho.gov) to renew by paper anytime within the 6-week period prior to expiration.
- Residents must complete all CE before renewing.
- **Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.** Residents renewing past the expiration date of the license will need to [reinstate](#) by paper.

- **NOTE:** *Appointments/registrations are terminated once a license is lapsed and will need to be resubmitted when the license is reactivated.*

## **CONTINUING EDUCATION REQUIREMENTS**

- **Resident** producers please see attached CE information flyer.
- [Click here to check your CE status.](#) Select the Continuing Education Transcript Inquiry option and follow prompts.
- **Exemptions for CE:**
  - Business entities
  - Non-resident producers
  - Limited Lines producers

## **DBA'S (ASSUMED BUSINESS NAMES):**

- When using a name other than your legal name, the Idaho Department of Insurance requires the “Doing Business As” or “Assumed Business Name” be filed with the [Idaho Secretary of State](#), per [§30-21-801 through §30-21-810](#).
- Per [§41-1014](#), the SOS filed name must also be filed with the Idaho Department of Insurance using our [approved form](#).
- If this name is incorporated (INC, LLC, LLP), it must be licensed as an insurance producer.
- More information regarding business entity licensing can be found [here](#).
- ***Only names filed or licensed with the Department of Insurance may be used to conduct insurance transactions.***

## **REPORTING OF ACTIONS**

- Producers have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per [§41-1021](#),
- We encourage use of the **NIPR Reporting of Actions Warehouse** at [www.nipr.com](http://www.nipr.com) as a convenient means to post your documents and explanations.
- You will be able to report to us and any other state in which you are licensed in a single transaction.

## **LETTERS OF CLEARANCE**

- Producers who are moving from Idaho to another state may request a [Letter of Clearance](#).
- NOTE: When you surrender this license and are issued a Letter of Clearance, *you are no longer licensed to sell insurance in the State of Idaho.*
- Once licensed in your new domicile state, you may reapply as a non-resident using our [online vendors](#).
- Letters of Clearance are only valid for 90 days.

## **LICENSE COPIES**

- [Click here to print a free license copy.](#) Once there, simply fill in the requested information and submit. License will be emailed to you.
- If you are unsure of your Idaho License number, you can [look it up here](#).