

Producer, Business Entity

This page contains important reference material for your new license.

LICENSE RENEWAL

You are responsible for the timely renewal of your license.

- To renew online please [click here](#).
- Licenses are issued for 2 years and expire on the first day of the month the license was originally issued.
- The renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license has lapsed.

AGENCY REGISTRATIONS

Business entities are required to register at least 1 Idaho-licensed producer who carries the lines of authority of the business (DLRP).

Appointments (for Insuring Companies) can be processed electronically through [NIPR](#) or [Sircon](#). Registrations (for Agencies) can be processed through [Sircon](#).

CHANGE OF FEIN

If there is a change to the FEIN a new business entity license will be required.

The new license will need to be merged with the existing license via a request to merge license.

Active appointments and registrations will transfer to the new FEIN.

REPORTING CHANGE OF OWNERSHIP

Business entities licensed as producers must report changes of ownership to the Department by using the [Notice of Change of Ownership Form](#).

REPORTING CHANGE OF OFFICERS

Business entities licensed as producers must report changes to their Officers and Directors to the Department using the [Change of Officers/ Directors Form](#).

UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Doing Business As Form](#)
- [Name Change, Business](#)
- [Update Address Form, State to State](#)

LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).

Idaho no longer sends a paper license.

SECRETARY OF STATE

Business entities are required to register with the [Idaho Secretary of State](#) when they apply for a Producer License.

All name changes also need to be registered with Idaho's Secretary of state

For more information about the Idaho Secretary of State and the Department [click here](#).

REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at www.nipr.com as a convenient means of making your documents and explanations available.

DEPARTMENT OF INSURANCE

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