



# IMPORTANT INFORMATION

## FOR BUSINESS ENTITY 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 complete a [Business Entity Change of Address Form](#) and fax any change of address, phone or fax to 208-334-4398 as NIPR does not process business entity changes of address.
- Email changes can be [reported here](#).

### LICENSE RENEWALS

- Licenses are issued for 2 years. Agency licenses expire on the first day of the month following issuance. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" approximately 90 days 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 90-day period prior to expiration.
- *If renewing by paper, your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.*
- Resident or non-resident business entities renewing past the expiration date may renew [online](#) or use a [reinstatement form](#) from our website and send in with the appropriate fees.
- **NOTE: appointments/registrations are terminated once a license lapses and will need to be resubmitted by the carrier when the license is reactivated.**

## **COMPANY APPOINTMENTS OR AGENCY REGISTRATIONS**

- Business entities are required to register at least 1 Idaho-licensed producer who carries the lines of authority of the business.
- Appointments (for Insuring Companies) can be processed electronically through NIPR or Sircon. Registrations (for Agencies) can be processed through Sircon.

## **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 on our website.
- ***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.

## **REPORTING CHANGE OF OWNERSHIP**

- Per 41-1008(6), business entities licensed as producers must report a change of ownership. Please use the Notice of Change of Ownership form to report updates.

## **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](#).

## **ADDITIONAL INFORMATION**

- Please visit [the Business Entities section of the Idaho Department of Insurance website](#) for more information about business entity licensing.