

## AGENCY RENEWAL FORM

**Instructions:**

1. Complete entire application (2 pages) even if the information has not changed.
2. Renewals can be submitted no more than 60 days prior to expiration date.
3. Paper renewal forms must be postmarked on or before the expiration date.
4. Mail form, fee, and any additional documentation to: Idaho Department of Insurance, 700 W State St. Floor 3, PO Box 83720, Boise, ID 83720-0043
5. All questions and concerns regarding licensing or renewal of your license should be directed to Producer Licensing at 208-334-4339 or via email at agent@doi.idaho.gov.

**Fees (Please check the license type you are renewing):**

License Type	Fee	License Type Specific Requirements
<input type="checkbox"/> Producer License	\$80	<input type="checkbox"/> DRLP info required on page 2 of this form
<input type="checkbox"/> Independent Adjuster	\$80	
<input type="checkbox"/> Public Adjuster	\$80	<input type="checkbox"/> All Public Adjusters must have a \$20,000 active bond
<input type="checkbox"/> Life Settlement Broker	\$80	<input type="checkbox"/> Producer License also renewed <input type="checkbox"/> DRLP info required on page 2 of this form
<input type="checkbox"/> Life Settlement Provider	\$300	<input type="checkbox"/> Producer License also renewed <input type="checkbox"/> DRLP info required on page 2 of this form
<input type="checkbox"/> Bail Agency	\$80	<input type="checkbox"/> DRLP info required on page 2 of this form
<input type="checkbox"/> Reinsurance Intermediary	\$80	Please call the Department for a renewal packet
<input type="checkbox"/> Managing General Agent (MGA)	\$80	<a href="#">Click here for MGA renewal form</a>
<input type="checkbox"/> Independent Review Organization (IRO)	\$300	<a href="#">Click here for IRO renewal form</a>
<input type="checkbox"/> Third Party Administrator (TPA)	\$80	<a href="#">Click here for TPA renewal form</a> <a href="#">Click here for Registered TPA renewal form</a> (no fee)
<input type="checkbox"/> Title Agent	\$50	<a href="#">Click here for Title renewal form</a>
<input type="checkbox"/> Portable Electronics (10 or fewer locations)	\$100	<input type="checkbox"/> DRP info required on page 2 of this form (Idaho Code does not require this individual to be licensed)
<input type="checkbox"/> Portable Electronics (11 or more locations)	\$500	<input type="checkbox"/> DRP info required on page 2 of this form (Idaho Code does not require this individual to be licensed)

**Agency Information:**

Date: \_\_\_\_\_ License Number: \_\_\_\_\_ FEIN: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Must be a physical address.  
No PO Box allowed

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Same as Agency  
PO Box allowed

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DRLP (excluding Independent and Public Adjuster Agencies):**

As required by Idaho Code, each business entity must have at least one Idaho licensed producer registered to the agency. This individual should carry all lines of authority the agency is requesting and is responsible for the business entity's compliance with the insurance laws and rules of this state.

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DRLP's Name DRLP's Idaho License #

**Background Questions:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been convicted of, or is currently being charged with, committing a crime or had a judgment withheld or deferred, which has not PREVIOUSLY been reported to the Idaho DOI?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been named or involved as a party in an administrative proceeding including FINRA sanction or arbitration proceeding regarding any professional or occupational license or registration, which has not previously been reported to the Idaho DOI? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. In response to a "yes" answer to one or more of the background questions for this reinstatement application, are you submitting or have you already submitted document(s) to the NAIC/NIPR Attachments Warehouse? (If no, please attach them to this application.)  | <input type="checkbox"/> | <input type="checkbox"/> |

**Attestation:**

1. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation and may subject me and the business entity or limited liability company to civil or criminal penalties.
2. Unless provided otherwise by law or regulation of the jurisdiction, the business entity or limited liability company hereby designate the Director to be my service of process regarding all insurance matters in Idaho and agree that service upon the Director is of the same legal force and validity as personal service upon the business entity.
3. The business entity or limited liability company grants permission to the Director to verify information with any federal, state or local government agency, current or former employer, or insurance company.
4. Every owner, partner, officer or director of the business entity, or member or manager of a limited liability company, either a) does not have a current child support obligation or b) has a child support obligation and is currently in compliance with that obligation.
5. I authorize the Idaho DOI to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and release the Idaho DOI and any persons acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and comply with the insurance laws and regulations of Idaho.
7. I hereby certify that upon request, I will furnish Idaho certified copies of any documents attached to this application or requested by the Idaho DOI.

**Authorized Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_