

How to Apply for a Producer Business Entity (Agency) License

Note: Non-resident Agencies must have the equivalent license and lines of authority they are applying for in Idaho in their home state.

Step 1: Register the agency with the [Idaho Secretary of State](https://sos.idaho.gov) at sos.idaho.gov

Note: Non-resident (foreign) entities must use the Director of The Department of Insurance (Dean Cameron) as their service of process when registering the business entity.

Please contact the Idaho Secretary of State if you have questions about this step.

Step 2: Have at least one designated responsible licensed producer (DRLP) lined up for the agency. A Designated Responsible Licensed Producer is an individual responsible for the agency's compliance with the insurance laws and rules of this state. Multiple DRLPs can be added to cover all lines of authority the agency is requesting.

Step 3: Go to [NIPR.com](https://nipr.com) and submit a new license application.



Step 4: E-mail the proof of registration with the Idaho Secretary of State to agent@doi.idaho.gov with the subject line. "Proof of Registration with the Idaho Secretary of State"