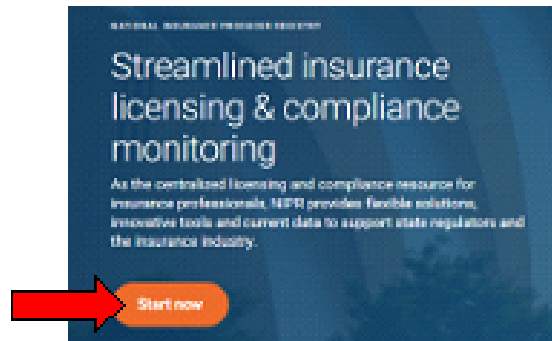


How to Change a Designated Responsible Licensed Producer (DRLP)

A Designated Responsible Licensed Producer (DRLP) is an individual responsible for the business entity's compliance with the insurance laws and rules of this state. Multiple producers may be used to cover the lines of the authority held by the business.

Adding a DRLP via NIPR will not reactivate a license that was inactivated due to loss of DRLP. If you are in this situation or have any questions please contact the Department at agent@doi.idaho.gov.

Step 1: Go to NIPR.com and click "Start Now".



Step 2: Click the method you want to use to identify the business, enter your information, click that you accept the user agreement and click "Next".

This screenshot shows the "Business Entity" selection screen. It includes a "Search Type" section with three radio button options: "License Number", "National Producer Number (NPN)", and "Federal Employer Identification Number (FEIN)". The "FEIN" option is selected, indicated by a red arrow. Below these options is a text input field for the FEIN. At the bottom of the form, there is a checkbox labeled "I accept the NIPR Use Agreement", which is also pointed to by a red arrow. The page has a "Back" button on the left and a "Next" button on the right, with a red arrow pointing to the "Next" button.

Step 3: Click "Start".

The image shows the "User Menu" for a user named "Fake Business LLC". It features a blue header bar with the text "User Menu" on the left and "Fake Business LLC" on the right. Below the header, there are two main buttons: a blue "Start" button with a pencil icon and a grey "Message Center" button with an envelope icon. A red arrow points to the "Start" button.

Step 4: Click "License Update" then "Next".

This screenshot shows the "Select Product" screen for "Fake Business LLC". It lists several product types with radio button selection options: "Producer Licensing", "Adjuster Licensing", "Other Licensing", "Contact Change Request (Change Address, Phone, or Email)", "Demographic Update" (with a sub-note "Update name."), "License Update" (with a sub-note "Update Designated Responsible Licensed Person."), and "PDB Detail Report". The "License Update" option is selected, indicated by a red arrow. At the bottom of the screen, there are "Back" and "Next" buttons, with a red arrow pointing to the "Next" button.

Step 5: Any states you are licensed in that process DRLPs via NIPR will be listed in alphabetical order.
Scroll to Idaho and click “Add Additional DRLP”

Note: If you are replacing a DRLP always add the new one before deleting the old one.

Designated Responsible Licensed Producer Update Fake Business LLC

Identify at least one Designated Responsible Licensed Producer (DRLP) responsible for the business entity's compliance with the insurance laws, rules, and regulations of this state: Review state specific rules and requirements related to DRLP's at <https://nipr.com/licensing-center/state-requirements>.

Business Entity: Fake Business LLC FEIN: 00-0000

Licensed State: **ARIZONA**

License: Adjuster

Line(s) of Authority: Adjuster

Current DRLP:	Last Name	First Name	NPN Number	Line(s) of Authority Held
No DRLP assigned for this state. A DRLP may be required. Verify state requirements.				

+ Add Additional DRLP

Licensed State: **IDAHO**

License: INDEPENDENT ADJUSTER

Line(s) of Authority: Independent Adjuster

Current DRLP:	Last Name	First Name	NPN Number	Line(s) of Authority Held
	SMITH	JOHN	000000	Insurance Producer

Delete

+ Add Additional DRLP

Step 6: Enter the NPN and last name of the new DRLP, select if you want them added for all licenses or just Idaho and click “Submit”.

Designated Responsible Licensed Producer

NPN*

Last Name*

☒ Apply DRLP to Idaho

☐ Apply DRLP to all licenses in ALL states

Submit

Cancel

Step 7: Select the license type they are being a DRLP for and click “Submit”.

Note: Do not select surplus lines, business entities are not allowed to carry surplus lines in Idaho.

Designated Responsible Licensed Producer

State: ID

NPN 000001

Last Name DOE

First Name JANE

License(s):

☒ Insurance Producer

- Casualty
- Property

Submit

Cancel

Step 8: If you are removing a DRLP click the red “Delete” box next to the one you are removing.

Licensed State: **IDAHO** ⓘ

License: **INSURANCE PRODUCER**

Line(s) of Authority: Independent Adjuster

Current DRLP:	Last Name	First Name	NPN Number	Line(s) of Authority Held	
	TODD	JASON	0000003	Insurance Producer	

Step 9: Once all the changes have been made scroll to the bottom of the screen and click “Next”.

[← Back](#) [Next →](#)

Step 10: Review the changes and click “Next”.

Designated Responsible Licensed Producer Review **Fake Business LLC**

Business Entity: Fake Business LLC **FEIN:**00-00000

Request will be sent to the state(s). Please allow up to 5 days for these changes to be finalized and accepted by the state(s).

IDAHO

License: **INSURANCE PRODUCER**

Lines of Authority: Casualty, Property

DRLP: Jane Doe (000001) **Line(s) of Authority Held:** Casualty Property
Just Added

[← Back](#) [Next →](#)

Step 11: Enter your (the person making the change) information and click “Next”.

Authorized Submitter **Fake Business LLC**

First Name	Jennie	Country	United States Of America
Last Name	Gordon	Address Line 1	123 Main Street
Title		Address Line 2	
Optional		Optional	
Non-USA Phone Number	☐	Address Line 3	
Optional		Optional	
Phone Number	(208)867-5309	City	Hometown
Phone Extension		State	Idaho
Optional		Zip Code	00000
Email	fake@fake.com		
Firm Name	Fake Business LLC		

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Step 12: Read the attestation, click the box in front of “I accept”, then click “Next”.

Attestation**Fake Business LLC**

Read carefully and **Accept** to continue.

1. I hereby certify that, under penalty of perjury, all of the information and attachments submitted in this request are true and complete.
2. I am aware that submitting false information or omitting pertinent or material information in connection with this request is grounds for license revocation and may subject me to civil or criminal penalties.
3. Where required by law, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this request is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
4. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this request is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
5. I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person 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 will comply with the insurance laws and regulations of the jurisdictions in which I am licensed.

☒ I accept

← Back

Next →

Step 13: Enter the e-mail you want the confirmation receipt to go to and click “Next”.

Verification Contact**Fake Business LLC**

Your receipt and any additional information about this transaction will be sent to the following email addresses.

Email

fake@fake.com

Email

Optional

Email

Optional

Email

Optional

← Back

Next →

Step 14: Review the information and click “Submit”.
The process is now complete.

Submit Requests**Fake Business LLC**

The following states will be sent the requests made during this session.

State	Description	State Fee	NIPR Fee
IDAHO	License Update - Insurance Producer • Responsible Producer Update	\$0.00	\$0.00

Fee Summary	
Total State Fees	\$0.00
Total NIPR Fees	\$0.00
Grand Total	\$0.00

- Allow up to 5 days for changes to display on PDB

Requests are not complete until payment is made. Please click the Submit button.

← Back

Submit →