

## Change a Designated Licensed Responsible Producer (DRLP)

Multiple producers may be used to cover the lines of the authority held by the business. If a license has been inactivated due to loss of DRLP, you will need to submit the Reactivation Due to Loss of DRLP form found at <https://doi.idaho.gov/wp-content/uploads/Licensing/Reactivate-License-DRLP.pdf>.

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|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1  | Go to NIPR: <a href="https://nipr.com">https://nipr.com</a>                                                                                                                                                     |
| Step 2  | Click the orange <b>"Start now"</b> button.                                                                                                                                                                     |
| Step 3  | Identify the license you are making the change to.                                                                                                                                                              |
| Step 4  | On the left side of the screen, click <b>"Update DRLP."</b>                                                                                                                                                     |
| Step 5  | Scroll to Idaho.                                                                                                                                                                                                |
| Step 6  | To add a DRLP, click on <b>" + Add DRLP."</b>                                                                                                                                                                   |
| Step 7  | Enter the DRLP's information and click <b>"Continue."</b>                                                                                                                                                       |
| Step 8  | Select the license type for which they will be the DRLP, then click <b>"Continue."</b><br>Note: Do <b>NOT</b> select Surplus Lines. Business Entities are not allowed to hold a Surplus Lines license in Idaho. |
| Step 9  | To remove a DRLP, click the trash can next to their name.                                                                                                                                                       |
| Step 10 | Verify you clicked the right person, then click <b>"Yes, remove."</b>                                                                                                                                           |
| Step 11 | Click <b>"Next"</b> at the bottom of the screen when done.                                                                                                                                                      |
| Step 12 | Review the information, then click <b>"Next."</b>                                                                                                                                                               |
| Step 13 | Enter your information and click <b>"Next"</b> when finished.                                                                                                                                                   |
| Step 14 | Read the attestation carefully. If you agree to the attestation, click <b>"I accept,"</b> then click <b>"Next."</b>                                                                                             |
| Step 15 | Enter where you want the receipt sent, then click <b>"Next."</b>                                                                                                                                                |
| Step 16 | Review the information, if correct, click <b>"Submit."</b>                                                                                                                                                      |
| Step 17 | Idaho does not charge to change a DRLP, but some other states do. If you are changing multiple states, you may need to enter payment information for those other states.                                        |

**This process may change without notice.**