

# How to apply for a License

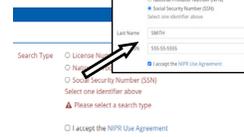
1. Go to <https://npr.com/licensing-center/apply>
2. Select "Go to the Online Application"



3. Select Entity Type ( Individual or Business) and hit next



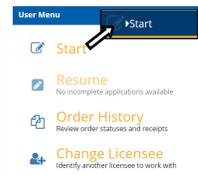
4. Select how you want to log in and hit next. If this is your first license you will have to use your SSN (Individual) or EIN (Business)



5. Enter your date of birth and hit next (Individual only)



6. Click "start"



7. Select Product Type (please note, the page adds more options after you select product type)

8. Select Application and Resident Type and hit next



9. Scroll down and select "Idaho" and hit next



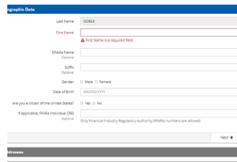
10. Select the Lines of Authority you wish to apply for and hit next.



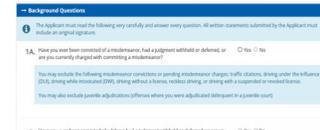
11. After viewing click next. Please note that all fee's are **NON-REFUNDABLE**. Please note that this amount is an example only.

Resident producer	State Fee	\$50.00
Accident & Health or Sickness	NPR Fee	\$5.00
	<b>Total State Fees</b>	<b>\$55.00</b>
	<b>Total NPR Fees</b>	<b>\$5.00</b>
	<b>Grand Total</b>	<b>\$60.00</b>

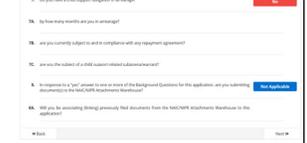
12. Enter the information requested and click next. **Repeat this step for all Biographical sections**



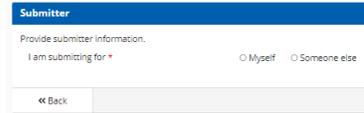
13. Answer all the Background questions and click review. If you answer "Yes" don't forget to upload your documents to the document warehouse.



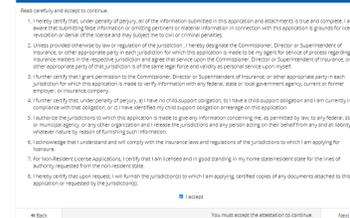
14. Review all your answers to ensure they are correct. You can use the back button to correct any mistakes



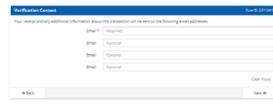
15. Select if you are submitting this application on behalf of yourself or somebody else and click next



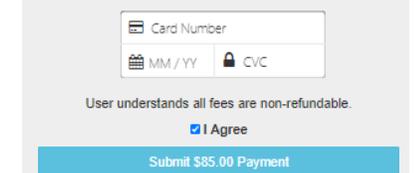
16. Read the attestation carefully and click "I accept", then click next.



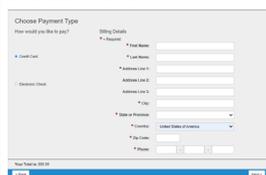
17. Enter the best e-mail for communications to go to and click next.



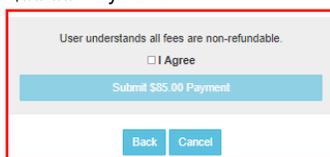
18. Review the information provided and click "Submit & Pay"



19. Enter your billing info and click next.



20. Verify that you understand that **all fees are non-refundable** and click "I agree then "Submit \$\$\$ Payment"



21. Click "Submit "XX.xx Payment"



- 22 (Individual, Residents Only).

E-mail the following to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)  
Please use "Your Name - Resident Application Documentation" as the subject line.

- Copy of Pass Slip(s) from Exam(s) or Attestation page from Limited Lines Pre-Licensing Manual
- CHRI Request and Release form
- Fingerprint Receipt (Handwritten fingerprint receipt that has the TCN TRACKING number on it)